



Executive Assistant (part-time)

Department

Senior Management

Reports to

President

FLSA

Non-exempt

Position Summary

The Executive Assistant will provide direct administrative support to Natural Lands' leadership, including the Board of Trustees, President, and Senior Management Team. An integral service provider, primary responsibilities include functioning as the administrative liaison with the Board of Trustees; supporting the President in managing scheduling, communications, and projects; and providing assistance as needed to the Senior Management Team.

Primary Responsibilities

Support for the Board of Trustees

- Prepares, sends, and manages Board of Trustee correspondence and communications, including meeting scheduling, RSVP tracking, meeting packet production, minute-taking, and meeting set-up.
- Helps prepare for and takes minutes at meetings of Board committees as requested by senior staff.
- Maintains leadership-related records, including Trustee-specific email lists, web portal, and public-facing rosters.
- Serves as an initial point of contact for Board member inquiries, providing exceptional customer service and responsiveness.

Support for the President

- Provides the President with administrative support and project management assistance including calendar management, scheduling, correspondence, filing, and special projects, as assigned.
- Coordinates simultaneous projects and manages multiple calls on the President's time, with a particular focus on collaborative scheduling of donor-related meetings and events.
- Arranges visits, lunches, and meetings on- and off-site.
- Files visit notes, follow-up actions, and background information in appropriate repositories.

Support for the Senior Management Team

- As needed, assists in scheduling of and preparation for meetings of the Senior Management Team.
- As time permits and need arises, provides administrative support to those members of the Senior Management Team who lack dedicated support.

Other

- Performs other related duties and responsibilities as required.

Qualifications	<ul style="list-style-type: none"> • Minimum three years of experience providing administrative support to senior leaders and in supporting a Board of Directors/Trustees. Experience taking meeting minutes will be very helpful. • Exceptional written and verbal communication skills. • Exceptional internal and external customer services skills. • Proficiency in word processing and computer databases; ability to learn specific software and to analyze and utilize database information; experience with Blackbaud/Raiser’s Edge or similar fund-raising software preferred; experience with Adobe Acrobat preferred; experience with virtual meeting platforms i.e. Teams, Zoom, and conference room technology will be important. • Ability to work productively in a team environment; affinity for learning about and assisting with a wide variety of organizational functions. • A strong interest in conservation, the outdoors, and Natural Lands’ mission, with a strong desire to forge lasting relationships that support that mission. • Excellent organizational skills, thoroughness, and attention to detail, particularly in data entry. Ability to be flexible and adapt quickly in a fast-paced, high volume work environment. • Must have a valid driver’s license, reliable transportation, and a good driving record. • Successfully pass a background check.
Physical Requirements/ Working Conditions	<ul style="list-style-type: none"> • Some in-office work required. Possibility of a hybrid schedule. • Position requires frequent periods of sitting, standing, infrequent hiking hills and walking uneven terrain in addition to reaching, lifting, carrying, pushing, and pulling for placement and setup of event support items up to 20-35 pounds (tables, chairs, signs, displays, etc.). • Ability to travel throughout the region (eastern PA and southern NJ) for meetings, events, and project-related errands.
EEOC Statement	<p>Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.</p>