

EXECUTIVE ASSISTANT

Announcement

Outstanding career opportunity with leading community-based natural resource conservation organization serving the North American West for experienced executive assistant. This position reports directly to CEO with opportunities for a talented, self-motivated individual to grow and expand responsibilities. The ideal candidate will have between two - four years of increasingly responsible executive level administration experience. Familiarity with Microsoft Office, ability to maintain confidentiality, being a problem solver required. We are seeking a team-player with a passion for our work and excellent communication skills. If you are ready to help make the West great again then keep reading and prepare yourself for an opportunity like no other.

Who we are

Sonoran Institute is one of the West's leading and most innovative environmental organizations. Founded in Tucson in 1990, we are the lead organization for on-the-ground restoration in the Colorado River Delta, are leading the charge for the restoration of the Santa Cruz River, and are working on innovative approaches to increase renewable energy generation and promote smart growth. We celebrated our 25th Anniversary in 2015 and are in the midst of a robust marketing and fundraising effort to support the launch of our 2040 Vision.

General Overview

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, non-profit environment that is mission-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Key Responsibilities

- Completes a broad variety of administrative tasks for the CEO
- Acts as a conduit allowing smooth communication between the CEO and internal departments; maintaining close rapport as the point of contact.
- Facilitates the CEO's ability to effectively represent the organization by proofreading and editing critical documents.
- Manages special projects for the CEO
- Serves as the CEO's administrative liaison to the board of directors.
- Plan and organize quarterly board meetings, board committee meetings, and events considered part of such meetings.
- Assists board members with special projects and travel arrangements.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters
- Assists in coordinating the agenda of senior management team meetings and all-staff meetings
- Coordination of office, supplies, and mail

Education & Experience

Bachelor's degree in relevant field and at least two years of progressively responsible administrative experience; or Associate's degree in relevant field and at least four years of progressively responsible administrative experience; or Equivalent combination of education and experience providing the required skills and abilities

Required

- A commitment to natural resource conservation
- Ability to remain diplomatic and outwardly positive while handling sensitive and confidential situations
- Ability to work in a highly demanding environment with multiple tasks and changing priorities

- Excellent interpersonal and communication skills, both oral and written, and possess the ability to edit materials for spelling and grammar
- Be a problem solver and forward thinker able to share the mission and values of the Sonoran Institute
- Highly organized and strong leadership skills
- Superb analytical and research skills
- Well versed in Adobe Acrobat and Microsoft Office applications – Word, Excel, PowerPoint
- Current valid driver's license and auto insurance; this position requires local and regional travel

Desired

- Bi-lingual, Spanish and English
- Current valid US Passport – position may require travel to Mexico

What Sonoran Institute Offers Employees

We offer our employees a comprehensive benefits program that includes: employee only medical 100% paid, dental base plan 100% paid, employer paid life and LTD, flexible spending account, retirement plan with employer match, paid holidays, paid time off (20 days first year), and also voluntary vision, STD, and life insurance.

This position will be located at Sonoran Institute's downtown headquarters, a modern workspace in the heart of Tucson's revitalized core about 2 miles from the University of Arizona Main Campus. Our location offers excellent access to the modern street car and secure bike parking.

How to Apply

Please submit cover letter and resume to careers@sonoraninstitute.org.