

Administrative Assistant, Office of the President

The National Park Foundation is currently seeking an energetic and motivated Administrative Assistant for our Office of the President.

Performs administrative duties for the Chief of Staff and the Office of the President. The individual in this position also provides administrative support for the Director of Board Relations and Executive Assistant to the President and CEO. This individual will work as a member of the Office of the President team and, on occasion, provide back up to other members of the administrative support team.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Assists with the coordination of all board and committee meetings.
- Schedules all conference calls.
- Takes and prepares official board/committee minutes. Ensure they are done in a timely manner.
- Assists in maintaining the online board portal
- Event Coordination, including assistance with vendor sourcing for board meetings and preparation of necessary event "items" for each event, i.e. table tents, place cards, etc.
- Performs other duties as assigned
- Provide administrative support for the Office of the President (OOP)
- In collaboration with the Executive Assistant (EA) manage calendars and meeting arrangements
- Develop strong partnerships with the administrative team of board members and other essential external partners
- Interface with internal and external parties with professionalism and discretion
- Provide travel support (travel itineraries, travel authorizations, trip binders, leave behinds, expense reports)
- Manage incoming and outgoing mail and correspondence for the OOP
- Prepare expense reports and financial reports (Concur)
- Process purchase orders, invoices, and contracts for the OOP
- Maintain close coordination with Executive Assistant to the President maintaining utmost discretion and confidentiality at all time
- Provides special events support and other duties as requested

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- 3-5 years experience of administrative assistant work with event coordination
- A Bachelor's degree or equivalent experience is preferred.
- Experience interacting with senior management and/or donors required.
- Strong communication skills, oral and written.
- Understanding and appreciation for NPF's mission
- Effective computer skills, including MS Office, Excel, Word, Concur
- Extreme attention to detail and ability to accurately prepare and proof materials, calendars and correspondence
- Effectively manage multiple projects simultaneously
- Demonstrated ability to work independently and collaboratively in teams on projects and cross departments
- Ability to handle tasks independently under deadline with composure and patience
- Self-motivated, self-starting, accurate, discerning, and professional at all times
- Flexible and willing to work well under pressure and in fast-paced environment
- Excellent interpersonal skills, communication skills and organization skills
- Ability to develop strong working relationships with internal constituents, including the President, EVP, and Senior Team as well as external constituents, including board members and their assistants, as well as staff from National Park Service and Department of Interior.
- Strict adherence to ethical and confidentiality guidelines

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, and/or kneel. The employee occasionally must push and/or move up to 10 pounds. Specific vision demands required for this job include close vision and ability to adjust focus. Willingness and ability to travel extensively for this position.

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "ADMIN OOP" in the subject line of the e-mail

The National Park Foundation is an EEO employer