

## Senior Administrative Assistant

The National Park Foundation (NPF) seeks an experienced, energetic, team-oriented Senior Administrative Assistant to work in the Office of the President. This new position offers exciting opportunities for the successful candidate to enhance the effectiveness and efficient operations of the team by providing exemplary support to the Executive Vice President and Senior Advisor to the President. Duties include, but are not limited to, maintaining the executives calendar, coordinating appointments, travel and correspondence. Integral to this position is working closely with the Executive Assistant to the President on all Office of the President activities and events. This full-time position is based in Washington, DC, and reports to the Executive Vice President.

### RESPONSIBILITIES AND DUTIES

- Provide high level administrative support to the Executive Vice President/COO and the Senior Advisor to the President;
- Act as primary scheduler for the EVP and Senior Advisor calendars, managing all aspects of scheduling, meeting space, preparing agendas, disseminating pertinent materials pertaining to meetings and events, and articulating changes and updates to all concerned parties as appropriate; captures follow-up actions and ensures completion;
- Develop strong partnerships with NPF departments and other essential external partners;
- Interface with DOI, NPS, board members, donors and prospects with professionalism and discretion;
- Provide travel support (travel itineraries, trip portfolios, leave behinds, process expense reports in Concur system);
- Draft correspondence and communication materials on behalf of executives;
- Assemble briefing materials in support of Executive Vice President's daily schedule;
- Prepare monthly business expense reports (Concur);
- Maintain close coordination with Executive Assistant to the President maintaining utmost discretion and confidentiality at all times;
- Provides special events support as requested;
- Display flexibility and poise while juggling multiple projects with ever-shifting priorities.

### ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- 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 work well with all levels of internal management and staff, and external colleagues
- Strict adherence to ethical and confidentiality guidelines
- Strong computer skills (MS Office – Excel, Word, PowerPoint)

#### PREFERRED EDUCATION AND EXPERIENCE

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#### DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to use hands to operate office equipment and computing resources.
- Employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, and often required to stand and walk.
- Employee must be able to sit for periods of time using office equipment and computer.
- Position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with low noise level.
- Willingness and ability to travel frequently for this position.
- Professional attire is required.

#### ABOUT 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.

Chartered by Congress in 1967, the National Park Foundation is rooted in a legacy that began more than a century ago, when private citizens from all walks of life took action to establish and protect our national parks. Today, the National Park Foundation carries on that tradition as the only national charitable nonprofit whose mission is to directly support the National Park Service.

#### TO APPLY

- [resumes@nationalparks.org](mailto:resumes@nationalparks.org)
- If you know you are the "right" candidate for this position, we want to hear from you. Please submit your cover letter and resume in PDF format by email to [resumes@nationalparks.org](mailto:resumes@nationalparks.org). Please indicate "SAA" in the subject line of the e-mail.
- National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.

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