

Administrative Assistant

The National Park Foundation is currently seeking energetic and experienced Administrative Assistants for a variety of open positions. Administrative assistants will work on dynamic teams and engage in mission-driven projects. These positions will provide administrative support to senior managers, directors and other members of the department.

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 various department meetings.
- Schedules conference calls and meetings.
- Takes and prepares meeting minutes. Ensure they are done in a timely manner.
- Event Coordination, including assistance with vendor sourcing for meetings and preparation of necessary event "items" for each event, i.e. table tents, place cards, etc.
- Provides administrative support to the senior managers and team.
- Manages calendars and meeting arrangements.
- Develops strong partnerships with the administrative team of our clients and other essential external partners.
- Interfaces with internal and external parties with professionalism and discretion.
- Provides travel support (travel itineraries, travel authorizations, trip binders, leave behinds, expense reports).
- Manages incoming and outgoing mail and correspondence for the team.
- Prepares expense reports and financial reports (Concur).
- Processes purchase orders, invoices, and contracts for the team.
- Provides special events support and other duties as requested.
- Performs other duties as assigned.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- At least 3 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 preferred.
- 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 and 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 role, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit a cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "Administrative Assistant" in the subject line of the e-mail.

National Park Foundation is proud to be an Equal Opportunity Employer who is committed to pursuing and hiring a diverse workforce.