

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). Based in Peninsula, Ohio, the Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in our programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees. Learn more at www.conservancyforcvnp.org

Position Announcement **Executive Assistant**

April 19, 2022

Are you seeking a fulfilling work experience with a collaborative team that is committed to providing an unforgettable experience in a national park? Do you pride yourself in being detail-oriented and organized? Then you will want to consider applying for this newly created position! Under the direction of the Vice President of Administration, the Executive Assistant is critical to supporting the President & CEO, the Board of Directors and its Committees, and the Executive Leadership Team.

Position Description, Essential Duties (other duties as assigned):

- Serve as executive assistant to the CEO in schedule management, routine communications, and external relationships, especially with executive assistants to board members and peer executives.
- Provide support for the Conservancy Board of Directors and Committees. Directly responsible for accurate record keeping and maintenance of rosters and Corporate Record Book, and all necessary communications, minutes, and logistical support for the Board and Board Committees and their meetings.
- Effectively manage, maintain, and enhance relationships and communication with external stakeholders and partners.
- Provide comprehensive administrative support to the Executive Leadership Team including maintaining calendars, scheduling and coordination, preparing materials, managing logistics, scheduling travel, responding to inquiries as assigned.
- Manage external relationships on behalf of the Executive Leadership Team including consultants and vendors as needed.
- Maintaining comprehensive and accurate records.
- Conduct phone calls and respond to inquiries both in-person and via email in a polite and professional manner.

Minimum Qualifications:

- High School degree or equivalent required. Previous office experience required.
- Must have previous experience maintaining corporate documents.
- Knowledge of administrative and clerical procedures and systems.
- Previous experience working for a nonprofit organization, and with supporting executive staff, is preferred.

- The work shift for this position is typically Monday-Friday normal business hours including other hours assigned for special events, meetings, and/or as needed.
- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.
- This position requires the ability to use technology including computers, tablets (iPad, etc.), multifunction copy machine, networked digital telephone, cellular phone, and LCD projector, and other tech and a/v related items.
- Awareness and appreciation of Cuyahoga Valley National Park.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment.
- Reliable transportation is required.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- The policy of the Conservancy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

Status/Pay/Benefits: Full-Time, non-exempt, wage commensurate with experience. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Executive Assistant**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.