

STONY BROOK-MILLSTONE WATERSHED ASSOCIATION

Job Title: **Executive Assistant**

Reports to: Executive Director

Revision Date: June 3, 2013

POSITION SUMMARY

1. Manages the Executive Director's schedule and fields incoming calls to the E.D. office.
2. Communicates with clarity and professionalism on behalf of the E.D. to and from Trustees, staff, donors, public officials, other constituencies and the general public. Maintains and communicates a firm understanding of the mission, goals, and programs of the organization and effectively tailors communications to the appropriate audience.
3. Maintains highly confidential executive and Board files and correspondence and demonstrates discretion and independent judgment in handling confidential and sensitive information.
4. Produces and maintains minutes for meetings of the Board of Trustees and coordinates schedules and meetings of the Board and senior management.
5. Maintains various computer databases and prepares relevant reports; assists with maintenance and upgrades of our Donor Perfect data base.
6. Maintains and enters bi-weekly payroll reports and employee time off on a web-based system.
7. Maintains organizational chart(s) and contact information.
8. Provides administrative and strategic support to Deputy Director and Director of Development.
9. Supports the launching of new membership programs, event bookings and other activities related to Watershed's new environmental center. Coordinates and helps develop and implement plans for volunteer roles in the new environmental center.
10. Effectively provides insight into budget creation and adherence.
11. Cultivates relationships to support fund-raising.
12. Provides routine office management services as necessary.
13. Champions activities, strategies, and initiatives within the Watershed staff and other constituencies that foster a spirit of inclusion.

QUALIFICATIONS:

1. Bachelor's degree in social services, business administration or equivalent preferred.
2. Three or more years of related experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
3. Proficient in all standard business software, including all Microsoft Office programs.
4. Excellent verbal and written communications skills.
5. Knowledgeable about office processes and procedures.
6. Demonstrates a high level of integrity, discretion and professionalism.
7. Demonstrates empathy, warmth, and active listening skills.

TO APPLY, submit cover letter and resume to:
Kevin Walsh, Deputy Director, at kwash@thewatershed.org.