Job Title: Executive Assistant  
Location: Portland, OR  
Duration: Permanent  
Application Deadline: Open Until Filled  
Expected Start Date: TBD  
Position Type/Hours: Full-Time  
Compensation: $40,000-50,000 DOE

Overview

World Forestry Center, a nonprofit organization dedicated to creating and inspiring champions of sustainable forestry, (www.worldforestry.org/about/about-us/) seeks an experienced, confident, and versatile professional to join its team as the Executive Assistant. That candidate will provide high-level administrative services to the Executive Director to support his work managing the organization, advancing strategic planning and development, building relationships and interacting with partners, donors and board members, and communicating internally and externally. This position requires excellent organizational and relationship skills.

Position Responsibilities

- Provide administrative support in all aspects of the Executive Director’s day-to-day work;  
- Assist in the maintenance of donor, board and client relationships;  
- Support preparation for speaking engagements or other internal or external meetings including assisting with research;  
- Coordinate and set up internal and external meetings, including agenda preparation and materials, making travel and hotel arrangements, preparing logistics (conference room, conference call-in and catering details), and taking notes;  
- Anticipate and provide information to the Executive Director for upcoming meetings and appointments;  
- Keep notes and draft memoranda, individualized correspondence, presentations and other documents as requested by the Executive Director;  
- Track the Executive Director’s expenses and prepare expense reports for reimbursement and billing;  
- Organize, file and distribute various reports and documents;  
- Manage special projects; and  
- Perform other administrative duties as needed.

Successful Candidate Profile

World Forestry Center is moving in new, exciting directions. Building on its extraordinary facilities and 54-year history of engaging forestry professionals and the general public, the nonprofit is poised to accelerate and amplify its impact, both locally and around the world. From reimagining how its Discovery Museum can engage with the widest
array of visitors to expanding the use of its meeting and convening centers to drive innovative forestry problem-solving, the current and growing World Forestry Center team offers an opportunity to play a pivotal role in the next era for the organization.

A successful Executive Assistant candidate should find this opportunity invigorating and be able to not only assist the Executive Director with organizational and administrative matters, but also serve as his liaison to other staff, donors, board members, and partners. Attention to detail, disciplined execution, an ability to multi-task and prioritize, and a level-headed, diplomatic demeanor will be essential for success. In addition, the Executive Assistant candidate will be trusted with confidential and sensitive information and therefore must be able to perform these duties with the highest integrity, professionalism, ethics, and discretion.

Minimum Skills and Qualifications

- A minimum of five years’ experience in an administrative support role, preferably at the senior level.
- Undergraduate degree or equivalent experience.
- Superb organizational and time-management skills, with a demonstrated ability to multi-task and plan effectively, but the flexibility to handle the unexpected.
- Strong interpersonal skills, diplomatic abilities, good judgment and a high level of professionalism.
- The ability to communicate effectively via telephone and in person, with excellent oral and written communication skills.
- Independence with a high degree of energy and careful attention to detail. Strong sense of initiative and a process-improvement mindset.
- A strong commitment to the mission and goals of the organization.
- Awareness of and ability to navigate diverse cultural backgrounds.
- Excellent computer skills; proficient or advanced skill in Microsoft Suite (Word, Excel, PowerPoint, and Outlook). Experience with online conferencing programs preferred.

Application

If you would like to apply, please send your resume and a cover letter to jobs@worldforestry.org. Indicate the position title in the subject line of your email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position.

Compensation and Benefits

World Forestry Center offers a competitive compensation package, including medical/dental/vision insurance, 401k, vacation leave, sick leave, paid holidays, and reciprocal access to other area attractions, such as Portland Japanese Garden, Portland Art Museum, and the Oregon Zoo. Salary is commensurate with experience.

World Forestry Center is proud to be an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate and promote without regard to race, color, national origin, beliefs, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.