



Executive Assistant

Job Title: Executive and Program Assistant

Location: Portland, OR

Duration: Permanent

Reports to: Executive Director *and* COO-CFO

Expected Start Date: TBD

Position Type/Hours: Salaried, Non-exempt/Full-Time

Overview

World Forestry Center, a nonprofit organization dedicated to creating and inspiring champions of sustainable forestry (www.worldforestry.org) seeks a dynamic, detail-oriented, and self-motivated individual to join our team as Executive and Program Assistant. This position will provide high-level administrative support to both the Executive Director and the COO-CFO to advance their work managing the organization, accomplishing strategic and fundraising goals, 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 (ED) and COO-CFO's daily work;
- Assist in the maintenance of donor, board, client and community partner relationships;
- Provide administrative support to all aspects of Board engagement and governance, including scheduling, distributing agendas, attendance and note-taking at board and committee meetings, maintaining board files, and serving as a liaison between board and WFC executive team and staff as needed;
- Support preparation for speaking engagements or other internal or external meetings;
- Conduct research in support of network building, funding opportunities and other strategic initiatives as assigned;
- Coordinate and set up internal and external meetings, including agenda preparation and materials, making travel and hotel arrangements, preparing logistics, and taking notes;

- Anticipate and provide information to the ED and COO-CFO in advance of meetings and appointments;
- Keep notes and draft memoranda, individualized correspondence, presentations and other documents as requested by the ED and COO-CFO;
- Track expenses and prepare expense reports for reimbursement and billing for the ED and COO-CFO;
- Assist in projects as needed in the Development, Communications and Program departments;
- Other duties as assigned.

Minimum Skills and Qualifications

Attention to detail and intuitive action to support two busy organization leaders, disciplined execution and ability to multi-task and prioritize, with a level-headed, diplomatic demeanor will be essential for success. In addition, the Executive Assistant 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.

- A minimum of two years 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;
- Effective oral and written communication skills;
- Independence with a high degree of initiative and careful attention to detail, with 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/advanced skill in Microsoft Suite (Word, Excel, PowerPoint and Outlook). Experience with online conferencing programs preferred.

Position Requirements

- Frequent computer and phone usage, in addition to occasional long periods of standing.
- Evening and weekend hours sometimes required.
- Applications must hold a valid driver's license.

Benefits

- Generous benefits package, including health coverage, paid time off (PTO), and retirement contributions.

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation or family leave obligations.