



**C-Level Executive Assistant**  
**Location: Anywhere in the U.S.A**

## **ORGANIZATIONAL BACKGROUND**

Justice Outside shifts resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it. We have long worked to remove the barriers that have historically prevented communities of color from accessing meaningful experiences in nature and professional opportunities in the outdoor sector. Based on a growing body of research, we know that participating in outdoor programming offers those who have been most impacted by racial injustice a powerful source of healing and growth.

Justice Outside has reached an exciting time in our organization's history. Against a backdrop of increased urgency around racial equity and broad shifts in public consciousness in support of dismantling systemic racism, the need and demand for our work is greater than ever. Our systems change approach includes grantmaking, anti-racism training, career pathway development, and capacity-building. We are excited to offer an opportunity to an individual who not only enjoys owning and orchestrating administrative details, but who is invested in building and maintaining relationships with a wide range of stakeholders serving as an extension of the organization.

## **THE OPPORTUNITY**

The Executive Assistant role is an exciting full-time opportunity for someone with a passion for our mission to keep administrative projects running smoothly while supporting operations, programming, and development while contributing to a positive work culture. The Executive Assistant will serve as the primary point of contact for internal and external stakeholders on all matters related to the President & Chief Executive Officer (President & CEO). This position will work closely alongside our C-Level Management Team to support efforts that shape the next phase of Justice Outside's financial and programmatic growth and impact. This role provides administrative support to coordinate critical behind-the-scenes efforts that are instrumental in allowing our C-Level Managers to be more effective in their roles; including supporting communication with the Board of Directors, managing calendaring and scheduling requests, and assisting with written and verbal communications with a wide range of stakeholders, partners, clients, grantees, and donors. This position reports directly to the President & CEO. Therefore, executive support experience is highly preferred.

Along with the key responsibilities listed below, this high-powered position requires someone who has the ability to think strategically and critically, anticipate needs/issues, and offers solutions to problems with a very high level of professionalism and confidentiality.

## Key Responsibilities

- Research, prioritize, and follow up on incoming inquiries addressed specifically to the President & CEO, including those of a sensitive or confidential nature, then determine appropriate course of action, referral, or response
- Support the administrative needs of the C-Level Managers including managing their calendars, scheduling and prioritizing the most sensitive and urgent matters, managing travel and lodging needs, organizing and follow-up on catering, and supporting email and other communication responses to include meeting reminders
- Drafting and editing correspondence (emails, memos, etc.) and preparing communications on the President & CEO's behalf
- Coordinate administrative needs of the Board of Directors including setting the annual board schedule; leading in the planning of the board meetings; developing board and committee meeting agendas, board packets, and coordinating meeting locations, travel, and catering or reservations; taking minutes and overseeing the timely updating of the board portal; executing the annual board assessment; supporting the onboarding of new Board Members; providing information to progress board strategy as advised by the President & CEO and Board Chair; and additional duties as assigned
- Track expenses for C-suite travel, accommodations, committee memberships, etc. and also explore, build and maintain relationships with specific travel and hotel chains
- Collaborate with members of the C-Level Management team to manage external consultants engaged to support organization-wide needs including the drafting and release of RFPs, coordinating the response and selection process for the leadership team, initiating contracting processes, and providing administrative support for the life of the project
- Follow-up in response to emails, letters, and phone calls directed to the President & CEO
- Assist in the planning of all-staff meetings to include virtual meetings/Zoom scheduling
- Coordinate and manage on-site and off-site meetings, events, and retreats which include travel, lodging, and transportation for all staff
- Participate in appropriate professional development that ensures the continued ability to support the organization's internal and external approach to racial justice, equity, inclusion, and cultural relevancy

## Qualifications

- At least 5 years of previous experience in a similar role at a non-profit organization working with high level executives is preferred
- Independent, highly organized, detail-oriented self-starter who is comfortable initiating communicating with management and asking clarifying questions when needed
- Proactive work-ethic with a sense of humor and a positive attitude
- Experience working with a Board of Directors with a high level of discretion
- Ability to work in a highly collaborative work environment and maintain confidentiality with sensitive information both internally and externally
- Track record of prioritizing and executing multiple time-sensitive priorities with integrity
- Excellent research skills and experience using office management tools to stay organized
- Critical thinker with the demonstrated ability to handle stressful situations with ease, good judgment and tact
- Ability to adjust and adapt readily to multiple demands, constituencies, and handle a

- diversity of projects simultaneously especially when faced with multiple deadlines
- Ability to learn new applications and support others in the adoption of new tools
- Excellent listener and communicator who can effectively communicate the values and expectations of Justice Outside
- Ability to take and give direction and constructive feedback on a variety of topics
- Familiarity with tools such as Microsoft Suite, Google Suite, Zoom, Slack and various social media platforms
- Familiarity with and comfort discussing issues related to racial justice, equity, and inclusion
- Familiarity with the outdoor/environmental sector a plus
- Highly-skilled in virtual and in-person meeting etiquette

### Team Culture

While we've evolved as an organization and had remarkable growth over the past year, we still seek a continued culture that is close-knit, inclusive, and collaborative. We work hard and enjoy learning ways to better position our organization to strengthen our impact. You will join a collaborative team of self-motivated leaders who value racial equity, cultural relevancy, and inclusion as building blocks for effective work to advance our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other and our training participants. As we pursue our vision of a world where all communities have equitable access to meaningful outdoor opportunities, we meet individuals where they are.

### WORK LOCATION/ENVIRONMENT

- This is a full-time salaried position that can be located anywhere in the USA and must be comfortable working in the Pacific Time Zone as necessary to complete tasks given.

***Please note:*** There is a need for this position to be flexible with availability for meetings on an as-needed basis during our core business hours between 9am-2pm (PT)/12-5pm (ET)/11am – 4pm (CT).

- Our Central Office is based in downtown Oakland, CA. Justice Outside offers remote work options and a hybrid work environment (both remote and in-person) for team members in the California Bay Area.
- When working remotely, employees must maintain phone and high-speed internet services to be able to complete work as required.
- Expect up to 30% U.S. travel - Must be located near a major airport

### Disclaimer

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The C-Level Executive Assistant may be assigned additional duties to support the success of the C-Level Management Team and the organization as a whole..

### COMPENSATION AND BENEFITS

Annual Starting Salary: \$60,000 - \$70,000

Compensation is commensurate with experience. Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and an annual stipend for individual professional development activities. Candidates also have the opportunity to join an employer-sponsored retirement plan.

*Justice Outside strongly encourages people from all backgrounds to apply. We are an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

## **HOW TO APPLY**

Interested candidates are invited to submit a resume and cover letter detailing your level of experience and what makes you a good fit for this position via email to: Aly Whalen (she/her), Chief Operations Officer at [humanresources@justiceoutside.org](mailto:humanresources@justiceoutside.org) with the SUBJECT: C-Level Executive Assistant