



the **SAN JUAN
PRESERVATION
TRUST**

Executive Assistant Job Description

- Location:** Friday Harbor, WA, with a hybrid work environment within the San Juan Island archipelago and weekly visits to either the office on San Juan Island or Orcas Island.
- Salary:** \$57,000 – \$65,000 annually; depending on years of experience and qualifications
- Benefits:** 100% employer covered medical/dental/vision plan
11 paid holidays/year; 12 paid sick days/year; accrued paid vacation days, community service opportunities, and professional development opportunities
IRA plan with 3% employer match after January 1, 2025
Cell phone or cellular/internet stipend
Staff campouts, remote island boat trips, and other opportunities to get out on the land
- Hours:** Full-time 40 hours per week, Non-Exempt Employee
- Reports To:** Executive Director
- Deadline:** Applications accepted until the position is filled, with the first round of applications to be reviewed by September 16, 2024.

SUMMARY:

The San Juan Preservation Trust (SJPT) is seeking an organized and flexible professional with a passion for our conservation mission to join our team as Executive Assistant (EA) to the Executive Director (ED) as we embark on new growth and expanding opportunities over the next five years and beyond. In response to increasingly critical threats to island ecosystems and growing local demand for private land conservation, we are poised to engage with a broadened audience and supporter base. A successful EA will maintain confidentiality, using sensitivity, maturity, and discretion to support the ED and the entire organization's priorities, management, and mission. Coordinating closely with the SJPT Leadership Team, this position is primarily responsible for the management of the ED's calendar, tasks, documents, travel planning, technology support, expenses, meeting agendas, research, and preparation.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects approximately 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 22 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Directors and currently employs 17 full-time staff and 7 part-time staff. Our headquarters are on San Juan Island, which is served by the Washington State Ferries system. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

Responsibilities

- Work closely and effectively with Operations Manager and Director of Operations & Finance to liaise with Board of Directors and Leadership Team; acting as a barometer and having a sense of issues taking place at the board and staff level that require the attention of the Executive Director and Leadership Team.
- Utilize polished professionalism and strong written, verbal, and interpersonal communication skills while serving as a liaison on behalf of the Executive Director with board members, donors, staff, and others.
- Aid in the organization's community relations by working with colleagues and the ED to support and plan community engagement activities and oversee special projects.
- Meeting attendance as directed by the ED
- Coordinating with staff regarding meeting and presentation materials
- Support for board member connection and interaction
- Anticipate and prioritize conflicting needs from ED, Leadership Team, board members, donors, and partners.
- Organize and coordinate executive outreach and external relation efforts; attend SJPT special events and programs to support the ED, including additional administrative support.
- Assist with board and committee related tasks and other tasks requested by the ED.
- Assist the Executive Director with a variety of collaborative and individual projects necessary to meet the overall organization goals and objectives, help prioritize those projects based on organizational capacity, and follow-through on projects to successful completion.
- Work with other staff to help coordinate special events, annual meetings, and team-building activities.
- Manage the ED's calendar and tasks list, including time tracking, keeping the ED well informed of upcoming commitments and responsibilities.
- Support for organizational partner connection and interaction



Knowledge, Critical Skills, and Competencies

- Proactive and self-directed with excellent time management skills and the ability to anticipate needs.
- Accuracy and attention to detail in accomplishing a variety of daily tasks.
- Ability to maintain confidentiality and use discretion when working with diverse partners.
- Strong organizational, writing, and proof-reading skills.
- Dedication to driving projects and other assignments to completion.
- Ability to thrive in a fast-paced, dynamic environment that is mission-driven.
- Able to work independently and effectively in a team setting.
- Able to adapt to and identify with the people, communities, and cultures of the San Juan Islands.

Required Qualifications

- Proficiency with Microsoft 365 (Outlook, Word, Excel, and PowerPoint), SharePoint, Teams, and the willingness to learn new systems.
- Excellent written and interpersonal communication skills.
- A strong belief in land conservation and a passion for protecting the San Juan Islands.
- High standards for adherence to organizational policies related to conflict of interest, confidentiality and privacy, and shared values of justice, diversity, equity, and inclusion.
- Experience in Executive/Senior Administrative support and/or project management, preferably in a nonprofit environment.
- Experience working in small office teams or nonprofit environments.

Other Helpful Qualifications

- Knowledge of CRMs, fundraising databases, Zoom, Survey Monkey, and Smartsheet are desirable but not required.
- Project management expertise or training.
- Experience or interest in editing and writing.

Location and Travel

The position requires weekly visits to the San Juan Islands, and ideally the candidate resides on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) or within reasonable distance to Anacortes, WA. The candidate must have regular and reliable transportation for local travel to the ferry-served islands, and occasional travel to non-ferry-served islands may also be necessary.

How to Apply

- Send resume, cover letter addressing why land conservation is important to you, and how you learned about this position via email to: jobs@sjpt.org
- Applications accepted until position filled, with a first-round resume review on September 16, 2024.

We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.

All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.

