Executive Assistant

**Position Summary:** Provide program/project management and administrative support at the discretion of the Executive Director, Assistant Directors and Land Protection Director.

**Job Category:** Full time, Exempt

**Benefits:** Conserving Carolina covers 100% of a group-health insurance premium for full-time staff, SIMPLE IRA with up to 3% employer match; Generous leave policy and flexible work arrangements. A buy-up health plan option is available. Dental, Vision, and Flexible Spending Accounts and a range of accident, short term, and life insurance options are available at the employees expense.

**Starting Salary:** negotiable within the range of $31,000-$37,000

**Supervision:** The Executive Assistant reports to the Executive Director and works directly with Assistant Directors and Land Protection Director.

**Key Responsibilities:**

* Manage select projects and programs as assigned by the Executive Director, Assistant Directors, and Land Protection Director.
* Provide programmatic and administrative support to the Executive Director, Assistant Directors, and Land Protection Director, on a range of duties. This may include communicating with partners, drafting written communications and proposals, interfacing with contractors, and assisting in compiling reports for project funders, among other tasks.
* Oversee Conserving Carolina’s IT infrastructure; serve as main point of contact with Conserving Carolina’s contracted IT company.
* Provide day-to-day IT help-desk support to the Conserving Carolina staff. On-the-job training provided by our IT contractor.
* Research, write, and manage grants in collaboration with other staff.
* Record and disseminate minutes for board, committee, and staff meetings as assigned.
* Assist the Office Manager and others with organizational record-keeping including document, as needed.
* Along with the rest of Conserving Carolina’s board and staff, help advance the organization’s commitment to equity, diversity, and inclusion.
* Along with the rest of Conserving Carolina’s board and staff, help advance the organization’s commitment to responding to climate change.
* Perform additional duties as assigned.

**Qualifications:**

* Associates degree and/or two years relevant experience required.
* Must demonstrate a commitment to Conserving Carolina’s mission, vision, guiding principles, and commitment to social justice.

The following skills are desirable for this position:

* General office experience, demonstrating strong technical skills and aptitude and desire for continuous learning
* Project management including creating project plans and coordinating with team members
* Close attention to detail and accuracy
* Grant-writing and grant administration
* Ability to maintain confidentiality

**PHYSICAL REQUIREMENTS:** Ability to work at a computer and operate office equipment. Ability to climb and descend two flights of stairs in order to access IT equipment.

Ability to lift and move up to 30 pounds

**To Apply:** Applicants should submit a cover letter, resume, and 2 references to Julianne Johnson: [julianne@conservingcarolina.org](mailto:julianne@conservingcarolina.org). Please include “Executive Assistant Application” in the subject line of your email.

**Equal Employment Opportunity**

The policy and intent of the Conserving Carolina is to provide equal employment opportunity to all persons regardless of race, color, religion, national origin, marital status, sexual orientation or gender identity, disability, sex or age, or other status protected by law.

Employees are selected based on ability or assessed potential to meet the specific job-related requirements as stated in the job description as well as the needs of the Conserving Carolina.