



CATALINA ISLAND CONSERVANCY

JOB DESCRIPTION

POSITION:	Administrative Assistant	STATUS:	Non-exempt, Full-time
REPORTS TO:	Chief Operating Officer	DEPARTMENT:	Administration
UPDATED:	August 2018		

POSITION SUMMARY:

Provides administrative and analytical staff support to the Chief Operating Officer (COO) and Chief Executive Officer (CEO). As the COO and CEO typically oversee a number of work areas, the position requires interaction with staff at all levels across the organization in support of the needs of the officers. In addition, the position works closely with the organization's Assistant to the President/Board and Government Liaison to support the needs of the entire Executive Team, especially when meeting or working at the Conservancy's on-island offices and facilities. The position requires a growing knowledge of the operations of the organization in order to fulfill independent responsibilities which customarily are handled by the Administrative Assistant, as well as the ability to resolve issues and provide quality service to internal and external customers. The Administrative Assistant must be adaptable and have the ability to determine priorities for both independent project work and on behalf of the officers. The position requires a proactive approach in a fast paced environment and the ability to function in a confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews, distributes and/or responds to incoming correspondence, telephone calls and e-mail inquiries directed to the COO and/or CEO.
- Gathers and compiles data and information required by the COO/CEO, including permit numbers, invoices, activity/use numbers, financial reports and budget information, some of which require access to the Conservancy's Sage MIP Fund Accounting System.
- Prepares and/or edits reports, memos, letters, presentations, and other documents using word processing programs, excel spreadsheets, databases or other software.
- Schedules and supports meetings with internal and external participants for COO and CEO; works closely with the Assistant to the President/Board and Government Liaison to support meetings and events involving the Executive Team, Board of Directors, Board Committees, or other leadership groups.
- Maintains administrative vehicle fleet reservation system, maintains key check out and schedules maintenance as needed; assures efficient vehicle access by staff.
- Processes credit card and expense reimbursements for COO and CEO.
- Manages Nature Center and Trailhead Apartment schedule and ensures efficient access by staff.
- Maintains rosters, reports and office equipment leases.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE: Degree from an accredited college or university preferred. Minimum of 2 years experience as an administrative assistant, executive assistant, or manager preferred.

LANGUAGE SKILLS:

Strong language and communication skills are necessary. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and appropriate wording of communication and correspondence in the workplace.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, divide, and use a calculator and a basic understanding of budgetary concepts and procedures.

REASONING ABILITY:

Should have the ability to work with little or no supervision and establish objectives and priorities, manage time and progress, problem-solve, communicate needs, make adjustments, and complete assignments.

COMPUTER SKILLS:

Strong computer and internet skills, including the ability to type accurately. Proficiency in Microsoft Office programs (especially Word, Excel, and PowerPoint) and ability to use GroupWise functions such as email, calendar, and address books. Familiarity with Sage MIP Fund Accounting System software (formally MIP) desired.

PHYSICAL DEMANDS:

Ability to walk up three flights of stairs at least twice a day. Reaching, bending, and lifting of items, boxes, and files occasionally required. Ability to lift 25 lbs comfortably. May require sitting for long periods of time. Must possess a current driver's license and ability to drive a variety of vehicles.

WORK ENVIRONMENT:

Primary location is an office environment. The work environment can vary from a quiet office to rugged outdoor Island locations and ability to operate a Conservancy vehicle.

This position description is intended to reflect typical responsibilities and tasks for the individual filling the position of Administrative Assistant. Actual tasks and responsibilities may vary and change over time. The Conservancy is an "at will" employer offering equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin or disability (within the physical parameters defined in the position description and those associated with remote island living). Any offer of employment contingent upon verification of individual's eligibility for employment in the United States.

Santa Catalina Island, one of California's eight Channel Islands, is located 20 miles off the southern California coast. This 48,000-acre Island supports a number of endemic plant and animal species as well as a variety of plant communities and habitats, including grassland, coastal sage scrub, chaparral, and riparian. Although rugged and mountainous and somewhat remote, the Island is a major tourist destination served by daily air and sea passenger service weather permitting. Development is largely restricted to Avalon, the only incorporated city (population 3,700).

The Catalina Island Conservancy was established in 1972 as a 501(3) non-profit organization dedicated to the protection and restoration of Santa Catalina Island. The Conservancy owns and stewards 42,179 acres or 88 percent of the Island. Its mission is to be a responsible steward of its lands through a balance of conservation, education and recreation.

The Conservancy is a unique organization offering the opportunity to work at the interface between scientific research, active land management, environmental policy and public participation.