



JOSHUA TREE NATIONAL PARK ASSOCIATION

POSITION DESCRIPTION

Position Title: Executive Assistant

Type: FT Non-Exempt

Salary Range: \$50,000 – \$60,000 DOE

Reports To: Executive Director

Supervisory Responsibilities: None

Summary:

We are looking for a qualified Executive Assistant to join our team. This position will be responsible for assisting both the Executive Director (ED) and the Director of Business Operations (DBO) in day-to-day duties as well as assisting with special events and activities. Duties will also include managing the Executive Director's calendar, tracking and ordering office supplies, maintaining contracts and contractors, assisting with financial duties and data entry, and performing "boots on the ground" support for fundraising and other events. The ideal candidate is a self-starter, responsible, highly organized, and possessed of excellent communication skills. This position is performed partially at the Yucca Valley office, and partially at the 29 Palms office, and also requires frequent work in the field and travel to different locations. This position is not able to be performed remotely.

Responsibilities and Duties:

1. Manage Executive Director's calendar and overall schedule; send reminders to ED regarding same
2. Prepare, print, and disseminate Board meeting materials; prepare for on-site and on-site Board meetings, including physical preparations and scheduling
3. Order and track office and other needed supplies at JTNPA West

4. In concert with Executive Director, manage preparations for offsite events such as the annual Minerva Hoyt California Desert Conservation Awards ceremony, including physical preparations and scheduling
5. In concert with Development Manager, manage preparations for fundraising events, including physical preparations and scheduling
6. Assist with general development efforts, such as direct mailing, printing and managing collateral, and maintaining databases as required
7. Assist Executive Director and Director of Business Operations, respectively, with onsite tasks as needed, such as preparing inter-office memos and envelopes, filing, copying, and mailing
8. Receive all checks at JTNPA Headquarters, enter data into Excel sheet, and disperse according to policy
9. Receive all mileage and other reimbursement requests, check for accuracy, and submit to DBO with necessary documentation
10. Arrange travel and other arrangements for staff attending out of town meetings and conferences, including managing submission of receipts and reimbursements
11. Manage all credit card requests and submission of accompanying receipts
12. Manage and track handyman and other service requests/transactions, including cleaning crews, cable and other utility companies, and landlord/tenant interactions at JTNPA West
13. Maintain database of contracts and agreements; send reminders when updates are due
14. Assist with preparation of staff and board onboarding materials, such as handbooks, copies of Director's Orders, and policies
15. Manage Basecamp platform, including uploads, updates, and other messaging
16. Liaise with Content Manager to ensure brand consistency and plan content distribution to online channels and social media platforms to increase web traffic as required
17. Work collaboratively with other departments, such as the Education Department/Desert Institute, on projects in need of assistance
18. Other duties as assigned

Qualifications:

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Proven work experience in scheduling and maintaining schedules
- Hands on experience with event planning, promotion, and execution
- Familiarity with Joshua Tree National Park and immediate surrounding areas (Coachella Valley, Morongo Basin) a must; familiarity with greater Southern California (including the Inland Empire and metro Los Angeles and San Diego areas) a plus
- Demonstrable ability to successfully operate a CRM such as Neon, or ability to quickly gain such ability
- Demonstrable ability to effectively read and record financial data, including profit and loss statements; familiarity with general accounting and budgeting concepts

- Excellent reading, writing, and verbal communication skills in English; bilingual in Spanish or another language desired but not required
- Willingness and ability to review, understand, and abide by all rules, regulations, and directives of an agency of the federal government (NPS) in terms of the partnership relationships between JTNPA and the NPS (prior experience in this area welcome, but not necessary)
- Experience in working with non-profits preferable
- Ability to accurately record and report program data as required
- Ability to connect to and work within required platforms and programs, including Sage, Zoom, and others as required
- Excellent attention to detail, organizational and time-management skills, and well-developed inter-personal skills a must
- Demonstrable proficiency in computer applications, including but not limited to, Excel, PowerPoint, and Google Docs
- Ability to work with management team across departments
- Ability to work independently with minimal instruction; ability to be a self-starter

Education and/or Experience:

Bachelor's Degree in a related field or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from staff, clients, customers, and the general public. The ability to converse in a second language is beneficial, but not required.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

Certificates/Licenses/Registrations:

Must possess a current California State Driver's License, with a clean driving record and personal auto insurance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to climb or balance. The employee is occasionally required to lift up to 25 pounds. Fine motor skills are required to operate computer and to manipulate materials. Specific vision abilities required in this position include depth perception, ability to work with a computer screen for extended periods of time, and the ability to adjust focus.

Some outdoor activity is required in the course of planning and executing events. The incumbent must be able to work in the field as needed and be possessed of sufficient mobility capabilities to do so, with or without reasonable accommodations.

Work Environment:

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will be split between JTNPA Headquarters in 29 Palms and JTNPA West in Yucca Valley, usually under normal office temperatures. Occasionally higher than normal temperatures may be experienced. Noise levels in the work environment are usually moderate but may be extreme depending on activity levels. Outdoor activity is required on an as needed basis, as outlined above. In certain cases extreme temperatures and weather conditions may be encountered.

Travel will be required around Southern California and possibly other surrounding states as opportunities for donor development and company representation present themselves. Most planned events will occur within or in the areas surrounding JTNP, including the Coachella Valley, but there may be exceptions to this rule. Attendance at conferences or other trainings is required occasionally; in some cases these gatherings are out of state. Travel fees in such circumstances are absorbed by JTNPA.

The Joshua Tree National Park Association is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in JTNPA operations. JTNPA prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of JTNPA, including supervisors and coworkers.

My signature below signifies understanding of this position description and agreement to accept this position and abide by the parameters herein.

Name: _____

Signature: _____ Date: _____