A growing body of research, and our team’s lived experiences, show that regular access to the outdoors makes children happier, healthier and more successful in school and life. At the [Children & Nature Network](#), we believe that a child’s race, income, ability or zip code should not limit their opportunities to learn and play in nature. We mobilize leaders, educators, activists, practitioners and parents to increase equitable access to the natural world. If you are passionate about the health and well-being of children, families and communities, we invite you to join our incredible, all-virtual team.

**Executive Assistant**

**POSITION DESCRIPTION**
Reporting directly to the President and CEO, the Executive Assistant serves as the primary point of contact for external constituencies. The Executive Assistant also serves as a liaison to the board of directors; organizes and coordinates executive outreach; and oversees special projects. The ideal candidate will have a passion for C&NN’s mission, with a keen eye for detail and building relationships.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**RESPONSIBILITIES**

**Executive Support**
- Completes a broad variety of administrative tasks for the President & CEO including: managing an active calendar of appointments; arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings; and managing a variety of special projects
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response
- Works with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

**Board Support and Liaison**
- Serves as the President & CEO’s administrative liaison to C&NN’s Board of Directors, maintaining discretion and confidentiality in relationships with all board members
- Assists the CEO in preparing and distributing materials before meetings and manages C&NN’s Board portal, ensuring it is accurate and up to date

*Date: 4/6/2021*
• Takes minutes at Board and committee meetings
• Coordinates in-person Board meeting logistics and assists board members with C&NN related travel arrangements, lodging, and meal planning as needed

Organizational Support
• Assists in coordinating the agenda of senior management team meetings, all-staff meetings, and in-person retreats
• Facilitates cross-divisional coordination of travel and outreach plans
• Participate in organizational activities, meetings and duties as assigned
• With the C&NN team, contributes ideas for the development and implementation that can strengthen the the organization’s operations
• Participates in appropriate professional development that ensures the continued ability to support the organization’s internal and external commitment to equity in access to nature, supporting inclusion and cultural relevance

A successful candidate will have the following skills, education and experience:
• 5-10 years of experience supporting a non-profit executive or similar experience
• Ability to write persuasively in English; fluency in more than one language a plus
• Experience and interest in internal and external communications, partnership development, and relationships building.
• Ability to work autonomously within a collaborative, virtual team environment
• Proficiency in cloud based platforms (G-Suite, Project Management, video conferencing)
• Must use own computer, phone, reliable internet connection

COMPENSATION & OTHER
Compensation:  $30-35/hr., (Benefits include: health insurance, Paid Time Off & holidays, remote office allowance)
Status:  Part-time, hourly (20-25 hours per week)
Reports to:  President & CEO
Start Date:  June 15, 2021

APPLICATION
Submit resumes to jobs@childrenandnature.org. Enter Executive Assistant in the Subject line.
In your email, briefly introduce yourself and respond to the following question: What are the top 2-3 things that an Executive Assistant brings to an organization? Attach your resume. An additional cover letter is not required.

Application Period:  April 12, 2021 - May 7, 2021. Candidates are encouraged to apply before the end of the application period.

We appreciate that diversity of all kinds contributes to greater impact and innovation. We are striving to build a diverse team that reflects the wide range of races, ethnicities, religions, gender identities, cultures, backgrounds, preferences, and lived and professional experiences of the international children and nature movement. We are committed to values of diversity, equity and inclusion in the way we work with each other, with our partners and peers, and in the communities we serve.