



THE PACIFIC FOREST TRUST

Working Forests Work Wonders For Us All.

JOB ANNOUNCEMENT Executive Assistant

The Pacific Forest Trust (PFT) is the nation's leading non-profit organization dedicated to sustaining America's vital working forests for all their public benefits – wood, water, wildlife and a well-balanced climate. We strive to keep these vast and vital forests working by pursuing a comprehensive strategy to *Retain, Sustain* and *Gain*. We help *Retain* our forest infrastructure by raising awareness of the threats to America's private working forests and by directly conserving critical forestlands in partnership with landowners and communities in California, Oregon and Washington. We help *Sustain* working forests by employing state-of-the-art forest stewardship practices on the thousands of acres we manage in the Pacific West. And we help both landowners and the public *Gain* from working forests by developing and promoting new ecosystem services including forest-based climate benefits.

Visit our website for further information at www.pacificforest.org.

GENERAL:

The Executive Assistant provides support to the President through management of the daily operations of the President's office and relieving him/her of the details of administrative and organizational matters. The Executive Assistant routinely performs a variety of complex and confidential tasks, while adhering to a strong code of ethics in handling sensitive information. She/he provides support to PFT's Board of Directors and its committees. At the President's direction, the Executive Assistant may assist members of the organization with special projects.

TASKS AND RESPONSIBILITIES:

- Knowledge of business English and ability to draft routine correspondence independently and proof read documents; basic business math skills; modern office methods, practices, and procedures; filing systems; and report writing.
- Exceptional interpersonal skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with staff, volunteers, trustees, senior staff, the general public, and outside organizations.
- Proficiency in MS Word, Excel, Outlook and database management, and the ability to work on the computer on a continuous, daily basis.
- Excellent organizational, writing and communication skills and a work product that exhibits a high degree of detail and accuracy.
- Strong follow-through skills and problem-solving skills with an ability to meet deadlines.
- Considerable initiative and ability to analyze, organize, and carry out projects with minimal instruction. Must be able to make sound work decisions in accordance with rules, regulations, and institutional policies and procedures.
- Proven record of accomplishment of outstanding administrative skills.
- Ability to maintain confidentiality, a high level of discretion, professional demeanor, accuracy, and attention to detail.

- Availability to occasionally travel and work nights and weekends as needed for Board meetings, events or deadlines.

QUALIFICATIONS: The position requires a responsible self-starter and team player that is both diplomatic and discreet. A candidate must have a professional demeanor and be able to interact comfortably with PFT's Board, donors and other members of PFT's community. The position requires an independent thinker who acts quickly using their best judgment.

Education and Training: B.A. /S in Natural History, Environmental studies, Ecology, Biology or closely related field from an accredited college or university preferred.

Work Experience: Requires a minimum of five years experience in executive assistance or administrative assistance for a high-level manager or director.

LOCATION:

This position is based in San Francisco.

The Pacific Forest Trust's main office is located in San Francisco, CA. We also have satellite offices in Corvallis, OR, and Seattle, WA.

TO APPLY: Submit résumé, cover letter, references and compensation expectations to:

The Pacific Forest Trust
Attn: Executive Assistant Recruitment
1001A O'Reilly Avenue
San Francisco, CA 94129

or

sosullivan@pacificforest.org
Subject: Executive Assistant Recruitment