



## EXECUTIVE ASSISTANT JOB DESCRIPTION

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<b>POSITION TITLE:</b>	<b>Executive Assistant</b>
<b>DEPARTMENT:</b>	<b>Executive</b>
<b>FLSA STATUS:</b>	<b>Exempt/Salaried</b>
<b>Location:</b>	<b>Washington, DC</b>
<b>Closing Date:</b>	<b>Open until filled</b>

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### Mission

Our mission is to conserve the world's bats and their ecosystems to ensure a healthy planet.

### History

Bat Conservation International (BCI) was founded in 1982, as scientists around the world became concerned that bats, which are crucial for maintaining the balance of nature and the health of many human economies, were in alarming decline.

### Description

Provide high-level administrative support to the Executive Director. Assist in planning and administering all aspects of board meetings; staff meetings. Maintain calendar and handle correspondence for Executive Director, along with travel arrangements. Work under minimal supervision with extensive latitude for the use of initiative and independent judgement.

### Qualifications/Requirements

- Bachelor's degree required;
- Extremely detail-oriented;
- Superior computer and communication skills;
- Strong initiative and self-motivation, commitment to goal attainment and ability to function as a partner within a team;
- Ability to exercise good judgement and decision making;
- Ability to work independently with minimal supervision;
- Ability to handle a multitude of diverse tasks;

### Responsibilities

- Manages all aspects of the Executive Director's appointment calendar, scheduling of meetings and events, keeping of appointments and timely responses to phone, mail and email requests;
- Exercises utmost discretion, diplomacy and professionalism in all matters, especially those involving confidential or sensitive information;
- Fields requests for appointment, professional review, media appearances and public speaking engagements in a timely and efficient manner;
- Handles all advance arrangements for lectures, including honoraria and expense payments, notification of local members, preparation of itineraries and arranging of lodging and transportation;
- Receives, sorts, prioritizes and composes professional responses to all the Executive Director's mail, soliciting Executive Director's involvement as necessary in a timely, diplomatic and effective manner;
- Prepares for triannual and periodic meetings with the Board of Trustees and its committees, including research, logistics, plane and hotel accommodations, planning special dining needs, etc.;
- Prepares minutes and board books for triannual Board of Trustees meetings;

- Records, gains approval, and distributes the minutes for Management Team and other meetings organized by the Executive Director;
- Schedules and prepares for Management Team, staff review and other meetings and events;
- Establishes and monitors systems for timely reporting at all levels, keeping the Executive Director fully informed of major accomplishments as well as delinquent reports;
- Assumes full responsibility for Founders Circle trip planning, announcement mailings, participant's reservations and special needs;
- Ensures timely coordination of Executive Director and Development Director for writing quarterly Founders Circle update letters;
- Updates Employee Manual and Strategic Plan as requested;
- Types, files, copies and faxes for the Executive Director
- Maintains Executive Director's computer database organization and assists with routine questions;
- Communicates with BCI attorneys and auditors on matters relating to BCI operations taxation and liability as requested by the Executive Director;
- Exercises discretion and good judgement in matters not covered by BCI policy;
- Organizes the Executive Director's travel arrangements;

#### **Knowledge & Skills**

- Five plus years of proven experience as an Executive Assistant to Executive Management;
- Exemplary planning and time management skills;
- Credibility and integrity;
- Positive, can-do attitude;
- Excellent communicator; including writing, speaking, editing, proofreading and computer skills;
- Great attention to detail;
- Strong calendaring, organizational and document management skills;
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines;
- Work effectively with staff in a team-oriented environment;
- Adept in developing and maintaining strong relationships with management, staff, donors and trustees;
- Excellent problem-solving skills;
- Discretion and confidentiality;
- Exhibit professionalism and good business judgement;

#### **Working Conditions and Physical Effort**

- Work requires moderate physical exertion and/or physical strain.

**Please upload your cover letter and resume to:**

[www.batcon.org/PA1](http://www.batcon.org/PA1)

**BAT CONSERVATION INTERNATIONAL IS AN EQUAL OPPORTUNITY EMPLOYER**