

TOMPKINS CONSERVATION

Position Description

Executive Office Administrative Associate

ORGANIZATION OVERVIEW

Tompkins Conservation (TC) was founded almost 30 years ago by Kristine and the late Douglas Tompkins (1943–2015), business leaders from Patagonia, The North Face, and Esprit Corporations. TC is a global conservation leader that rewilds areas—creating fully functioning ecosystems with a rich diversity of species—and collaborates with communities, organizations, and governments to protect, restore, and forever embrace wildlands and wildlife. TC has focused on projects in Argentina and Chile, supporting the creation of terrestrial and marine national parks; reintroduction of missing species; restoration of degraded lands; environmental activism; and initiating sustainable, conservation-minded economic development. To learn more, visit: www.tompkinsconservation.org

Over the next five years, Tompkins Conservation will launch a new initiative, Rewilding the Americas (RtA), to accelerate the scale and depth of its results. It will transition from an operating foundation that designs and implements projects in Chile and Argentina, to a venture philanthropy model that will raise funds and provide technical support to high-impact rewilding projects across the Americas—focusing on Argentina, Chile, and the US.

TC/RtA is in a time of strategic growth and reinvestment looking forward to the next 50 years of conservation achievements and excellence. While the organization is focused on staying nimble and putting its conservation dollars to work on the ground, we anticipate that additional staff and resources will be added over time.

POSITION OVERVIEW

He/she/they must be an organized and adaptable self-starter who can support senior leadership and perform all administrative duties—virtually and/or in the office—to help ensure that the office and systems are operating smoothly. The ideal professional for the role is proactive, responsive, reliable, detail-oriented, and great at multitasking. The Executive Office Administrative Associate provides support to the Cofounder/President and the Managing Director, and reports to the Chief of Staff.

RESPONSIBILITIES

Leadership Support

- Provide administrative support to the Cofounder and President and the Managing Director
- Manage calendars; schedule virtual and in-person meetings with internal and

- external participants; generate daily agendas as requested
- Provide virtual and in-person meeting support. This includes, but is not limited to, preparing briefing materials; drafting presentations; reserving time and meeting space; managing invitations and guest lists; confirming call-in details
 - Coordinate with development and communications teams, providing support as needed on events and with marketing and communications materials
 - Represent leadership and the organization professionally; draft emails and letters; communicate promptly on their behalf
 - Book flights and travel arrangements; generate and review trip details with leadership to ensure they are aligned on travel plans
 - Organize and process expense reports
 - Support Chief of Staff with Board and Advisory Council meetings and needs
 - Maintain confidential and sensitive information
 - Work long or flexible hours as needed including possible travel
 - Balance various priorities and deadlines in a fast-paced environment

Office Management (Virtually and/or In-person)

- Perform receptionist duties: greet visitors, answer and direct phone calls, voicemails, and email inquiries
- Manage incoming and outgoing mail and deliveries
- Perform general clerical duties including, but not limited to, photocopying, scanning, mailing, filing, uploading documentation to proper sources including shared networks and/or programs
- Oversee and track office inventory—including, but not limited to books, letterhead, business cards, office supplies—and order and report on inventory as requested
- Assist with office layout planning and office moves
- Ensure the office is organized and tidy

QUALIFICATIONS

- Experience working within decentralized teams while managing many tasks, deadlines, and relationships
- Excellent verbal and written communication skills, as well as superb interpersonal skills
- Strong time-management and organizational skills
- Must be a proactive self-starter who can successfully work independently and through ambiguity
- Committed to representing the organization well
- Strong attention to detail
- Comfortable and trusted in handling confidential information
- Technologically proficient with business applications (Salesforce, G Suite, PowerPoint, Keynote, Zoom, etc.)

- Ability to adapt to different situations in a professional manner
- Multi-cultural or cross-cultural experience
- Written and oral proficiency in Spanish is preferred
- Three years of experience in executive support and/or office administration
- Bachelor's degree is required

WORKING CONDITIONS/PHYSICAL EFFORT

Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Ability to work long hours and weekends. Willingness to travel.

Tompkins Conservation (TC) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. TC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Tompkins Conservation are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. TC will not tolerate discrimination or harassment based on any of these characteristics. TC encourages applicants of all ages and promotes a workplace that encourages you to “come as you are” and bring your genuine self to the workplace every day.

TC/RtA offers competitive compensation, 403b plan for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

LOCATION

Ventura, California, USA

HOW TO APPLY

To apply, please submit a resume and cover letter to jobs@tompkinsconservation.org by January 18, 2021.