

CHIMP HAVEN
Executive Assistant Position

Open: 11/8/2017

Closed When Filled

POSITION TITLE: Executive Assistant

REPORTS TO: President & CEO; Chief Development & Marketing Officer

JOB CLASSIFICATION:

Shift: Days, but evening and weekend work may be required

Status: Full-time

FLSA: Non-exempt

Risk Level: 1

ORGANIZATIONAL OVERVIEW: Chimp Haven serves as the National Chimpanzee Sanctuary and is located on 200 forested acres in northwest Louisiana just outside of Shreveport. Chimp Haven provides excellent care for over 200 chimpanzees retired from research or no longer used in the entertainment industry or as pets. As more retired chimpanzees make their way from research institutions to sanctuary, our population continues to grow. Chimp Haven has a well-designed facility to support the physical and emotional well-being of all animals, experienced staff and high standards for operational excellence. Chimp Haven offers a competitive salary, excellent benefits, fun working environment and an opportunity for professional advancement. Equal Opportunity Employer.

THE OPPORTUNITY: Provide administrative support to President & CEO (55%) and Chief Development & Marketing Officer (35-40%) with occasional support for Chief Financial Officer (5-10%). Responsibilities include scheduling travel and meetings, providing administrative support for all activities related to the Board of Directors, creating a variety of documents, reports, spreadsheets, etc., managing the guest experience for visitors and donors, and leading special projects as assigned.

RESPONSIBILITIES AND SCOPE:

- Coordinate daily calendars of senior managers; plan and schedule meetings and events.
- Create accurate and professional looking reports, documents, spreadsheets, PowerPoint presentations, etc. using a variety of different sources for content and data.
- Make travel arrangements including flights, hotel reservations, transportation, restaurant reservations, etc.
- Complete expense reports and purchase requisitions; help track budgets.
- Serve as primary administrative support for Board of Directors activities and meetings. This includes Board meeting scheduling, preparation, meals, travel arrangements, special dinners/events, meeting materials, post-meeting follow-up, etc.
- Learn Raiser's Edge donor database and create contact reports, queries, etc. as requested.
- Manage phone calls and email follow-up in a professional and timely manner.
- Facilitate internal communication (e.g. distribute information and schedule all staff meetings, presentations, etc.)
- Suggest ways to improve efficiency and troubleshoot issues as they occur.
- Welcome visitors and special guests by greeting them in person and helping facilitate a positive guest experience.
- Maintain confidence and protect operations by keeping information confidential.
- Attend senior staff meetings and create meeting notes.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional societies.
- Contribute to team effort by accomplishing projects as assigned.
- Attend training regarding chimpanzee safety, well-being, and species-type behaviors; seek out other learning opportunities to advance knowledge in other areas like technology, fundraising, etc.
- Exhibit the highest ethical and moral values possible.
- Represent Chimp Haven in a professional manner at all times.

MINIMUM QUALIFICATIONS:

- High School graduate with a minimum of 5 years' experience as a senior assistant, executive assistant or similar role
- Strong technology skills; proficiency in MS Office applications (Word, Excel, Outlook and PowerPoint)
- Knowledge of office procedures
- Familiarity with Skype for Business and virtual meeting technology
- Experience using office equipment, including printers and copy machines
- Strong communication skills (via phone, email and in-person)
- Experience exercising discretion and confidentiality with sensitive organizational information
- Excellent organizational skills with an ability to think proactively and prioritize work
- Ability to walk about the sanctuary and drive a golf cart on the property as needed

PREFERRED KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Associate's degree and minimum of 8 years progressively responsible experience in administrative field, preferably within a non-profit organization. Prior experience supporting senior level executives preferred.
- Conveys optimism and demonstrates resilience. Recovers quickly from set-backs and overcomes obstacles.
- Thrives in an environment where you manage multiple projects at a time and work under tight deadlines.
- Conveys energy and passion about Chimp Haven's work and mission.
- Writes clearly and concisely.
- Demonstrated experience using listening, diplomacy and tact to build strong relationships.
- Collaborates with internal stakeholders; operates with authenticity, clarity, transparency, effectiveness and courtesy.
- Willingness to seek and listen to feedback from others and find the best way to incorporate feedback.
- Excellent customer service skills with internal and external stakeholders.
- Demonstrates flexibility and patience and is able to support leadership decisions even if personally in disagreement.
- Ability to remain calm under pressure and maintain positive interactions with volunteers, colleagues and donors even during times of stress.

OTHER:

Requires extended periods of time sitting and using a computer. May require some lifting and carrying.

LOCATION:

Position is based at Chimp Haven, our sanctuary in Keithville, LA., just outside of Shreveport.

Send cover letter, salary requirement and resume to: careers@chimphaven.org or fax resume to Human Resources Department @ 318-925-5600.