

## **Executive Assistant**

### **Full Time, Exempt**

#### **ABOUT San Francisco Parks Alliance (SFPA):**

San Francisco's parks and green open spaces are deserving of a world-class, independent nonprofit organization that holds the vision for our parks, aligns community needs and civic engagement with accountable City government, and supports park improvements through philanthropic investments.

The mission of SFPA is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation, and green open spaces. SFPA is dedicated to fulfilling a vision that acknowledges and supports the critical environmental functions parks serve while striving to ensure that they are accessible, beautiful, safe, clean, fun, and managed in a manner that makes them accountable, open, and welcoming to all.

Inclusive **Policy and Education** is an essential part of SFPA's mission. SFPA seeks to enhance public participation in the challenges and opportunities facing our park system and to grow our network of park supporters. SFPA partners with multiple government agencies including the Recreation and Parks Department, Port of San Francisco, and Public Works, as well as the Mayor, the Board of Supervisors, and other elected and appointed officials. SFPA engages in **Stewardship and Volunteerism**, especially by serving as the fiscal sponsor for more than 100 Park Partners - a wide array community organizations engaging in park improvement projects and programming that activates our park system. SFPA engages the private sector in **Philanthropy** to support park improvements that strategically complement public investments. All three of these initiatives combine in the **Blue Greenway**, our plan to remake the City's southeastern waterfront with open spaces, a complete Bay Trail and Bay Water Trail.

SFPA has an annual budget in the \$13 million range, including a \$3 million core operating budget and about \$10 million in Park Partner activities. SFPA has a paid staff of 16, a Board of 24 civic leaders, and an advisory Parks Policy Council of 24 community leaders.

#### **POSITION SUMMARY:**

SFPA seeks a skilled Executive Assistant with a track record of having worked in an administrative/office manager role, including support to staff at an executive or CEO level, to help the organization achieve its goals. The ideal candidate will have experience working in a fast-paced environment, supporting high-level staff and board members, and office management. The ideal candidate will also have a demonstrated interest in pursuing a career in the nonprofit, public benefit sector. The Executive Assistant, who will report to the CEO, will serve as the hub of the organization by acting as the main support to the CEO and Board of Directors, as well as making sure the office space runs smoothly. Alumni of AmeriCorps, VISTA, and other similar service-oriented programs are strongly encouraged to apply.

#### **Benefits and Opportunities**

- Learning opportunity for nonprofit organization management and governance
- Mentorship from a CEO with 30 years of nonprofit experience
- Interaction with a 24-member Board of Directors made up of a diverse array of civic leaders

- Opportunity to learn and contribute to community efforts in urban planning, policy, philanthropy and volunteerism.

### **Responsibilities:**

#### **Executive Assistant (50% of work)**

- Manage CEO's calendar and interaction between City officials, donors and stakeholders
- Schedule, attend and support Board, committee and staff meetings and events
- Organize staff activities
- Act as liaison between the Board of Directors and staff
- Administrative support to Board
- Provide support for organization's fundraising and programmatic events

#### **Office Management (20% of work)**

- Order office supplies
- Oversee SFPA's general email
- Maintain office equipment vendor relationships
- Manage technology contractors
- Update, as necessary, records of all stored files
- Coordinate staff office assignments (greeting visitors, answering and directing phone calls, receive and process mail packages, opening and closing office, office cleanliness)

#### **Special Projects (Stewardship, Policy, Philanthropy, Blue Greenway) (30% of work)**

- Support special projects in Policy, Stewardship and Philanthropy, as assigned
- Facilitate policy development through stakeholder engagement and best practice research
- Manage and staff outreach events and workshops
- Coordinate special project outreach, communication, and logistics.

### **Skills and Capabilities Required**

- Solid knowledge of common office software applications
- Demonstrates diplomacy and ability to maintain confidentiality
- Highly detail oriented, with excellent organizational skills
- Excellent written and oral communication skills
- Ability to work independently and collaboratively
- Self-directed, with the ability to prioritize multiple tasks
- Strong time management skills
- Experience with community engagement and facilitation encouraged
- Outgoing personality and willingness to be flexible with duties and priorities
- Ability to lift 20-30 pounds
- Valid driver's license

## Behavioral Competencies Required

- Attention to communication
- Comfort with technology
- Customer service orientation
- Initiative
- Able to manage change
- Relationship-building/Relationships management
- Interpersonal skills
- Results-oriented
- Environmental and civic stewardship
- Continuous learning

Experience required: At minimum, two years of related experience.

Education required: Bachelor's degree (preference is given to applicants with degrees in nonprofit and/or business management)

Send an email to [jobs@sfparksalliance.org](mailto:jobs@sfparksalliance.org) with "Executive Assistant (last name)" in the subject line. Please do not call.