

JOB ANNOUNCEMENT



Title: Executive Assistant
Position Class: Assistant
FLSA Status: Salary full-time, non-exempt salary
Reports to: Executive Director
Location: Fort Collins, CO with some ability to work remote
Pay Rate: \$56,650 - \$59,000, depending on experience
Benefits: This is a full-time position with a comprehensive benefits package (paid time off, 403b retirement plan, health, dental, and vision insurance)

About the Organization:

Bird Conservancy of the Rockies is a 501-c (3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region. Bird Conservancy of the Rockies conserves birds and their habitats through an integrated approach of Science, Education and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond.

Position Overview:

Bird Conservancy is hiring an Executive Assistant to help the Executive Director (ED) and executive team with planning, communications and logistics for meetings and day-to-day operations. Specifically, the assistant will primarily support the ED to coordinate her calendar, help set up meeting agendas, take and subsequently distribute relevant notes, help with travel arrangements and gather materials and resources as needed. The incumbent will assist with packets for board meetings and other logistics coordination. The assistant may also be expected to support the Chief Administrative Officer and Chief Conservation Scientist as needed. Highly qualified applicants will be organized, have good attention to detail, excellent communication skills (both written and verbal) and proficient in computer software including excel and google suite programs.

Essential Job Duties and Responsibilities:

- Provide administrative support to the Executive Director including planning, communications and coordinating logistics for meetings, travel and day-to-day operations
- Support ED with Board of Directors engagement by gathering organizational information, developing packets and establishing meeting logistics
- Assist Executive Leadership Team with meeting coordination, expense tracking and other administrative duties as needed
- Assist ED with research, information gathering, presentations and communications
- Support ED with minor budgetary reporting and expense tracking
- Support Leadership team with meeting logistics, note taking, coordination and other logistical support

Other Duties:

- Other duties and special projects as assigned

Knowledge, Skills and Experience required (unless otherwise noted):

- High school graduate required, an Associate's Degree in Communication, Business or other relevant field, or equivalent work experience or a combination thereof preferred
- Demonstrated ability to communicate clearly in both written and oral forms
- Strong values of integrity, respect and relationships with people
- Proven ability to coordinate and handle meeting logistics
- Solutions-oriented thinker ready to navigate challenges

- Proficiency in use of computer software including but not limited to Microsoft Office, Adobe, Monday.com, and Google Suite programs
- Must be self-motivated, able to work both independently and as part of a team, and able to prioritize short and long-term tasks
- Strong written, verbal and interpersonal skills and well organized
- Ability to manage multiple assignments, set priorities and adapt to changing conditions
- Be a results-driven achiever with excellent organizational skills
- Must be willing and able to resolve problem situations and remain cordial
- Be willing to occasionally travel along the Front Range for Board and other meetings

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer screens
- Ability to handle mid-level stress
- Requires reaching continually throughout the workday (mouse, keyboard, telephone)
- May include lifting up to thirty (30) pounds on an infrequent basis- proper lifting techniques required
- Able to stand, walk and hike for extended periods of time outdoors in all weather

Material and Equipment Directly Used:

Standard office equipment (e.g. laptop, printers); PC with MS Office software applications

Equal Opportunity Employer:

Bird Conservancy of the Rockies is a bias-conscious employer. We ask that you please avoid the use of photos when submitting a resume and/or an application for employment. You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. Post-offer background check required.

Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. Bird Conservancy of the Rockies will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Bird Conservancy of the Rockies is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender identity or gender expression, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. For the purpose of Bird Conservancy’s policy, “sexual orientation” means a person’s actual or perceived orientation toward heterosexuality, homosexuality, bisexuality.

Bird Conservancy of the Rockies will make special communication arrangements for persons with disabilities. Please call (303) 659-4348 for assistance.

To Apply:

Please submit your cover letter, resume and contacts for three references in ONE document to applicants@birdconservancy.org with “Executive Assistant” in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications that are submitted before January 1st, 2025.