

WILD COAST / COSTASALVAJE
Job Description

COMPANY SUMMARY

WILD COAST/COSTASALVAJE is an international conservation team that conserves coastal and marine ecosystems and wildlife. Our conservation strategies include establishing protected areas, communications campaigns, conservation policy and community capacity building and outreach.

JOB TITLE: Executive Assistant – Temporary Full Time

Reports to: Executive Director / Finance Director

LOCATION: Imperial Beach, CA

STATUS: Temporary Full Time

JOB SUMMARY

Provide confidential executive-level support to the Executive Director, Board of Directors, and management team. Ability to analyze and resolve problems, determine priorities, meet deadlines, and demonstrate initiative relieving the executive of routine administrative details with limited supervision.

JOB REQUIREMENTS

- 5-10 years of experience support senior level management
- Ability to manage priorities with flexibility and versatility
- Exhibit professionalism and leadership
- Advance proficiency in Microsoft office suite.
- Basic knowledge of desktop publishing software (Adobe Illustrator, Photoshop, Adobe Creative Cloud).
- Fluency in Spanish and writing skills a plus.

DUTIES INCLUDE

- Confidently manage the Executive calendar
- Coordinate domestic and international travel arrangements
- Coordinate conference calls, meetings, and appointments
- Manage and track highly important projects and deliverables
- Maintain database files and reports
- Review and process expense reports to ensure corporate compliance
- Create and maintain internal and external correspondence on behalf of Executive management
- Assist with project and administrative support, as needed
- Provide interface with the Board of Directors including attending meetings, preparation and distribution of meeting materials, preparation of meeting minutes and maintenance of Board Policies and Manuals.

TO APPLY: Send cover letter and resume to jobs@wildcoast.org