



Lions Tigers & Bears
24402 Martin Way
Alpine, CA 91901
P: (619) 659-8078 F: (619) 659-8841
www.LionsTigersAndBears.org
Tax ID # 33-0938499

Executive Assistant Position

Full Time

Job Description

The Executive Assistant is the direct support to the Founder/Director of LTB and will be assisting in a variety of administrative tasks. To be successful you will be well-organized, manage time well and juggle multiple high level requests- all while interfacing professionally both internally and externally. You will be a critical part of the team, providing personalized support to the Founder/Director.

Duties and Responsibilities

- Provide high-quality administrative support to Founder/Director
- Update and maintain all organizational calendars
- Organize meetings; maintain meeting schedules, agendas, meeting minutes and conduct follow-up
- Set up/break down meeting spaces and serve donors/dignitaries/special guests during meetings/luncheons as required including follow up and clean up
- Draft letters/ follow-up emails/correspondence as requested for various programs/projects
- Create SOPs for various job duties and functions of the organization
- Maintain check and cash logs, including petty cash, incoming checks/donations
- Book/Schedule travel arrangements including hotel, airline and meeting spaces
- Map mileage for rescues, travel and more
- Assist with event coordination, logistics and the events themselves including clean up
- Work as a team to strengthen organization's strategic fundraising goals
- Maintain confidentiality of proprietary information of the organization

Qualifications

- Must have interpersonal skills and be able to work in a team environment
- Must have a minimum of 3 years' experience as an executive assistant to high level exec
- Advanced computer skills, and high proficiency with MS Suite (Excel, Word, Outlook) is a must
- Experience with data input and database management
- Must be flexible and able to respond to multiple demands in a fast pace environment where priorities are often shifting day to day. Candidate will be able to adapt quickly, stay focused and anticipate next steps. Must be a people person and "big picture" oriented.
- The ability to commit to a varying schedule including early mornings, late nights and weekends is required. Candidate would be required to assist with all events and donor related functions as required.

Working conditions and Physical requirements

Must be able to lift 30lbs, work with standard office equipment such as computers, copies, phones and other office equipment. May encounter inclement weather conditions including extreme heat and cold depending on the seasons and may experience rough terrain. This job requires much walking, stairs and moving around the ranch.