

Executive Assistant to the President

The Battery Conservancy is seeking a creative, experienced, and highly organized professional to be Executive Assistant to its President. A fast-paced, high-energy organization, the Conservancy is a 501(c)(3) not-for-profit corporation dedicated to transforming, operating, and programming The Battery, the 25-acre public park at the southern tip of Manhattan. The overall role of the Executive Assistant is to work side-by-side with the Conservancy's President to build the future of one of New York City's most historic parks.

The Executive Assistant must have the temperament and interpersonal skills to interact with a wide range of park and organization stakeholders (including agency officials, Conservancy trustees, donors, press, park visitors, Conservancy employees, volunteers) with maturity and discretion. The Executive Assistant prepares a range of important materials for the President, including presentations, correspondence, and meeting agendas. The ideal candidate will have experience and ability with graphic design as well as excellent writing skills.

The Executive Assistant will also be a key player in the President's fundraising efforts, including the planning and execution of special events and donor communications. A reliable, self-motivated person who enjoys multi-tasking and working on a variety of projects will thrive in this position.

Qualifications:

- Bachelor's degree
- At least 2 years of relevant work experience
- Excellent communication (written, oral, and graphic) and organizational skills, with keen attention to detail and design
- Strong Microsoft Office skills (Word, PowerPoint, Excel)
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) preferred
- Experience with WordPress preferred
- Experience with Raiser's Edge preferred
- Familiarity with both PC and Mac platforms
- Comfortable working under tight deadlines
- Experience coordinating meetings and events from start to finish

Interest/knowledge in the following areas is advantageous:

- Parks and public open spaces
- Waterfront development
- Urban planning
- Design and/or architecture
- New York history

Annualized salary is \$35-40k, commensurate with experience. The Battery Conservancy is an equal opportunity employer and offers a generous compensation package including medical, dental, vision, and commuter benefits.

Email cover letter, resume, and an additional writing sample to positions@thebattery.org with "Executive Assistant" in the subject line. Examples of previous graphic design work are also welcome. No phone calls please.