



EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO

Location: Silver Spring, MD
Supervisor: President & CEO

What We Need

The [National Marine Sanctuary Foundation](#) (the Foundation) is seeking an Executive Assistant to the President & CEO, a critical support position for the work of the leadership of the Foundation to create a thriving and healthy ocean, coasts, and Great Lakes.

The Executive Assistant plays a key role is assisting the President and CEO and Chief of Staff. The Executive Assistant works to support the President and CEO, promote the corporate image by representing the President and CEO with internal and external constituents, and act as a liaison among the President and CEO, the Foundation Board of Trustees, other key executives, and Foundation employees. The position requires a high-level of discretion and independent judgment carrying out both job responsibilities and projects of significance assigned by the President and CEO. The Executive Assistant also provides administrative support to the Foundation's Board of Trustees and associated committees, including serving as the primary administrative contact person for the Board and associated committees.

The position is a great opportunity for an individual who wants to work in ocean and Great Lakes conservation and is both self-motivated and a self-starter.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.

What You'll Do

With details of projects, schedules, and meetings always at your fingertips, the Executive Assistant will be a familiar and accessible position to all, who can pivot easily between thoughtful organization of the President and CEO's workday, working with the Chief of Staff on special project support, and timely responses to requests by the Trustees.

Provide Support to the President and CEO

- Provide administrative and scheduling support for the President and CEO. This includes managing an active calendar of appointments, greeting visitors upon arrival, managing contacts for the President and CEO, and composing, preparing outgoing correspondence that may be confidential, and monitoring email.
- Prepare travel agendas, including reservations and authorizations, and materials for meetings.



National Marine Sanctuary Foundation

- Work with the Chief of Staff to organize documents for review, approval, and/or signature of the President and CEO.
- Work with the Chief of Staff to manage internal communications and transactions, manage a list of tasks and deadlines, complete special projects as requested and assist the President and CEO with preparation for events, speeches, and conferences.
- Work with Chief of Staff on special projects and exploring opportunities to add value to job accomplishments.

Provide Administrative Support to Board of Trustees

- Coordinate, schedule, and organize Board and committee meetings, including prepare agendas and Board and committee packages, record and submit minutes of all committee meetings and Board meetings for approval, and prepare other communications as necessary.
- Coordinate all logistics and preparations for Board meetings including travel for Foundation senior staff, meeting details, and meeting materials.
- Establish a working relationship with the Board of Trustees and committee chairs in verbal, written, and electronic correspondence.
- Maintain, as needed, both mailing & public relations lists of board and committees, including website updates.
- Organize and compile submissions for an end of week email to send to Trustees and Trustees Emeriti.
- Mail, track, and follow up on the annual conflict of interest disclosure.

Who You Are

As the Executive Assistant to the President and CEO, you're the dependable go-to for Foundation leadership. You thrive in a fast-paced environment, and take pride in planning and efficiency, acting as a gatekeeper to the executive office. You have strong administrative and organizational skills, a strong sense of initiative, work well independently, and build positive relationships throughout the Foundation staff and Board of Trustees. Your skills and background include:

- A Bachelor of Arts degree, from an accredited college, or two (2) years of full-time paid employment with work experience is in a similar role.
- Strong written and verbal communication skills. Accurate typing with the ability to maintain and manage organized files. Accurate spelling, correct grammar and usage, and knowledge of the mechanics of writing are important. Proficient computer skills including Microsoft Office.
- Strong interpersonal and organizational skills, work ethic, and attention to detail, while establishing and maintaining effective working relationships with the Foundation leadership team, employees, and Board of Trustees.
- Ability to think strategically, multi-task, and be flexible to changing needs. Must be self-motivated to manage multiple projects simultaneously, excellent problem-solving skills, and a purpose driven, optimistic, positive attitude, with a commitment to a high level of customer service.
- Regular and reliable attendance.
- Ability to partner (collaborate) and work well with people at all levels.



- Ability to make decisions and maintain confidentiality.
- Preferred candidates are those with marine or land conservation experience.

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks paid annual leave, plus paid time off the week between December 25 and January 1; and 12 paid holidays.
- Two weeks paid sick leave
- Health Benefits: Medical with an FSA option; dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement

Where Do I Apply?

[APPLY HERE](#) Applications must include a resume and cover letter.

Compensation and Benefits: \$48K-\$52K based on experience. The Foundation offers a competitive benefits package.

The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.