

# Executive Assistant

**POSITION TITLE:** Executive Assistant  
**STATUS:** Full-time, Salaried  
**REPORTS TO:** CEO  
**POSITIONS REPORTING TO THIS POSITION:** None  
**LOCATION:** 615 Riverside, Reno, NV 89503  
**EXPECTED PAY RANGE:** From \$55,000

The Executive Assistant sets our CEO up for success, delivering consistent results on key administrative tasks. Responsibilities include managing complex schedules, coordinating travel arrangements, facilitating board and leadership meetings, facilitating communication with key stakeholders. The ideal candidate:

Finds joy in making others' jobs easier and more efficient.

Is a proactive problem-solver who anticipates needs before they arise. Demonstrates excellent time management skills.

Handles confidential information with the utmost discretion and integrity.

## Expectations and Core Accountabilities:

Provides consistent, high-quality, nearly error-free work.

Manages the day-to-day administrative and scheduling needs for CEO and leadership team, including facilitating meetings, travel, and event planning, managing the CEO's calendar, and maintaining office supplies for the Reno office.

Prepares and organizes materials for board meetings and executive sessions, ensuring all participants have what they need for successful outcomes.

Serves as a trusted extension of the executive, managing email correspondences, document preparation, record maintenance, and initial research tasks with efficiency and discretion.

## Requirements:

A track record of working effectively with executives or high-level teams, demonstrating the ability to manage complex schedules and confidential information with professionalism.

Exceptional communication skills, both written and verbal.

**To Apply:** Please forward your resume and a cover letter detailing your interest and suitability for the role to [peter.stanton@walkerbasin.org](mailto:peter.stanton@walkerbasin.org).

Revised: March 11, 2024



## Join our Great Team Today

### Make a Difference

Your work with our team:

- Increases the flows of the Walker River to re-establish a fishery at Walker Lake
- Creates public access and improves habitat in our region
- Provides environmental education
- Tackles difficult problems



### ...and earn great benefits

The Conservancy provides full-time employees:

- Employer paid health, dental and vision plans for employee (worth over \$5,200 annually);
- Employer paid retirement contribution equal to 6% of your salary;
- 3 weeks paid vacation, 4 weeks after first year, plus sick leave.
- Paid holiday from Christmas to New Year's.
- Health and wellness stipend of \$300 annually.
- Pro-deals for outdoor industry.
- Employer paid professional development.

