



Job Description

TITLE:	Program Assistant to the Executive Office
CLASSIFICATION:	Assistant
DEPARTMENT:	Conservation
WAGE CATEGORY:	Nonexempt
REPORTS TO:	President and Senior Vice President of Conservation
LOCATION:	Washington, DC

ABOUT AMERICAN RIVERS

Named one of the best groups to support by “Outside” magazine, American Rivers protects wild rivers, restores damaged rivers, and conserves clean water for people and nature. Since 1973, American Rivers has protected and restored more than 150,000 miles of rivers through advocacy efforts, on-the-ground projects, and annual America’s Most Endangered Rivers® and National River Cleanup® campaigns. Headquartered in Washington, D.C., American Rivers has offices across the country and more than 350,000 members, supporters and volunteers. American Rivers maintains a positive work environment with a culture of learning, support and balance. For more information please visit www.americanrivers.org.

American Rivers embraces and celebrates diversity, equity and inclusion in all that we do. *Rivers Connect Us* is more than just our tagline. The beauty of rivers is that they connect all people and communities, and we seek to build and embody this diversity in our organization and throughout the conservation field. Each individual brings life experiences, knowledge, innovation and talent to our work, providing perspectives, experiences and competencies that are critical to our effectiveness.

JOB SUMMARY

The Program Assistant provides administrative support to the President and the Senior Vice President of Conservation (SVP). This position will also assist the Advancement Department with fundraising travel, events, and state registrations; the Associate Director of Philanthropy and Board Relations with board meeting planning and other events; and the Conservation Department’s Vice Presidents and Program Directors as needed. While the position’s primary duties are administrative support, it offers direct experience and exposure to the organization’s policy and field work. This is an ideal position for a college graduate in environmental policy, natural or physical sciences to gain experience with a national conservation organization prior to pursuing graduate studies.

PRINCIPAL RESPONSIBILITIES

Administrative Responsibilities

- Ensure that the President and SVP receive high level administrative support.

- Proactively manage activities, schedules and calendars for the President and SVP.
- Provide timely, well-organized background information and materials for calls and meetings.
- Schedule and arrange all travel logistics for the President and SVP; prepare detailed itineraries with all relevant information, briefings and other materials they will need on trips.
- Ensure that all requests for information, assistance, documents, approvals, or other responses from internal or external sources are tracked and met.
- Draft, edit and proof correspondence, agendas, reports, web text, presentations, and other documents.
- Handle all aspects of state registrations for charitable solicitations in coordination with the Advancement and Finance and Administration departments.
- Work closely with and assist the Associate Director of Philanthropy and Board Relations, providing logistic and administrative support for Board meetings and other special events.
- Compile, review and submit out-of-pocket and credit card expense reports.
- Compile monthly updates and annual assessment material from all program and department leads into one document.
- Share in receptionist duties; direct calls to appropriate staff, and greet guests.
- Perform other duties as directed and provide administrative support to other office personnel when needed.

Program Responsibilities

- Track projects and activities for conservation operations, and prompt the SVP on upcoming deadlines and commitments.
- Conduct research, draft fact sheets or write papers on a variety of subjects as needed for the SVP and Conservation Department.
- Coordinate, assist and attend Vice President and Basin Director meetings, both in-person and bi-weekly conference calls.
- Assist project managers with contract approval and other administrative tasks.
- Assist with the recruiting and mentoring of conservation interns and fellows.
- Manage special conservation projects as directed.

MINIMUM QUALIFICATIONS

- Bachelor's or Associate's degree and at least 1 year of office experience, or at least 2 years of office experience.
- Exceedingly well organized, flexible and resourceful.
- Prefer a candidate with knowledge and enthusiasm for our river conservation mission. Familiarity with non-profit organizations helpful.
- Proven success at anticipating needs and taking initiative; capable of following through on assignments with minimal direction.
- Excellent verbal and written communication skills, including transcription, proofreading, and editing.
- Reliable and punctual.
- Excellent interpersonal skills; ability to establish good relationships with Board members, donors, government officials, and colleagues in person and remotely.
- Decisive and self-motivated; able to work independently and proactively.

- Ability to work collaboratively in promoting the goals and objectives of the organization.
- Ability to prioritize tasks, work on several projects concurrently and meet deadlines.
- Proficiency in Microsoft Office applications.
- Knowledge of typical administrative support procedures and office equipment.
- Experience with planning and/or coordinating small events preferred.
- Ability to lift and carry 20 lbs.

COMPENSATION AND BENEFITS

Salary is commensurate with experience. Full-time employee benefits include health, dental and life insurance, a retirement plan, and generous leave time.

APPLICATION PROCESS

Applications are reviewed on a rolling basis. Applicants should submit a resume and cover letter at <https://americanrivers.bamboohr.com/jobs/> No phone calls please.

**American Rivers is an Equal Opportunity Employer.
Candidates of all backgrounds are encouraged to apply.**