POSITION DESCRIPTION

Executive Assistant to Senior Leadership

NIA TERO

Nia Tero is a US-based nonprofit working in solidarity with Indigenous peoples and movements worldwide. We have an inclusive culture guided by Indigenous wisdom, practices, and protocols. Our governing bodies, leadership, and staff are built upon diverse, Indigenous and non-Indigenous identities and life experiences. As a bridging organization, we view this diversity as a source of our strength. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY

Reporting directly to the Managing Director, Operations and supporting up to one additional Managing Director role, the Executive Assistant (EA) will provide executive administrative support in a one-on-one working relationship to the two Managing Directors with scheduling, travel, and event logistics. The Executive Assistant serves as the primary point of contact for internal and external audiences on all matters pertaining to the positions they support. This role also plans, guides, and monitors the workplan for Managing Director-initiated projects. This role will also be expected to periodically provide back-up EA support to the CEO and her/his Executive Assistant.

KEY RESPONSIBILITIES

Scheduling and Administration - Completes a broad variety of administrative tasks for the Managing Director(s) including:

- Plan and coordinate schedules and maintain active calendar of appointments
- Arrange travel plans, itineraries, and agendas
- Compile background documents and other materials for meetings
• As requested, record meeting minutes and notes
• Assist with maintaining digital file storage of documents (e.g., Sharepoint, Salesforce)
• Work closely and effectively with the Managing Director(s) to keep them well-informed on upcoming commitments and responsibilities; follow up appropriately
• Maintain the Managing Director(s) list of contacts and relevant information in the CRM (Salesforce)
• Complete expense reports in a timely manner

Communication and Organizational Support

• Communicate directly and on behalf of the Managing Director(s) with donors, Fellows, Board members, Advisory Council members, staff, and others, on matters related to their initiatives
• Support the Managing Director(s) with event organizing including drafting agendas, compiling necessary documents and correspondence, arranging travel for guests and visa preparation support, arranging catering and transportation, basic IT troubleshooting, and other event details

Research and Materials

• Research, prioritize, and follow up on incoming requests, issues, and concerns addressed to the Managing Director(s), including those of a sensitive or confidential nature
• Proofread and edit materials as requested
• Ensure that Managing Director(s) bios are kept up to date and respond to requests for materials regarding the Managing Director(s) in a timely manner

C-Suite Backup EA Support

• Periodically be available during and after normal working hours to triage and provide back-up EA support to the CEO and/or other C-suite executive
• Demonstrate confidence, flexibility, and adaptability while providing back-up support, and proactive communication and partnership with the CEO’s Executive Assistant leading up to and after periodic support

QUALIFICATIONS

Required:

Education and experience

• Bachelor’s degree preferred*
• Strong work tenure: five or more years of experience supporting Executives, preferably in a non-profit organization.
• Strong written and verbal skills.
• Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.
*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.

Skills and abilities

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly, with excellent attention to detail.
- Very strong interpersonal skills, with ability to respond tactfully and diplomatically with a wide range of global leaders, executives, and community members.
- Exceptional written and verbal communication skills, including with stakeholders whose first language is not English.
- Demonstrated proactive approaches to independent problem-solving and ability to execute workplans.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, adapt to various competing demands, and demonstrate the highest level of service.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Prioritizes conflicting needs; handles matters expeditiously and proactively; and follows through on projects to successful completion.
- Calm, flexible, confident and adaptable while dealing with tight deadlines & nuanced Senior Leadership and/or C-suite administrative support needs.
- Demonstrated ability to work in global settings, timezones, and with diverse internal and external partners from a wide range of cultures and backgrounds.

Ideal

- Working knowledge of Spanish, French, or Portuguese.
- Work experience and/or education in operations, communications, or nonprofit administration.
- Experience with Salesforce and project management software (e.g., Asana)

WORKING CONDITIONS AND TRAVEL

This position is based in Seattle, WA with flexibility to work some evening and weekend hours as needed. Due to COVID-19 restrictions, this position will work remotely while the office is closed. Occasional day and night domestic travel and some international travel is a potential (up to 10%)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Visually or otherwise identify, observe, and assess distance, color, and depth; Required to regularly communicate with others and exchange accurate information.
**HOW TO APPLY**

If interested in this role, please email cover letter and resume to jobs@niatero.org. Nia Tero is a poly-cultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

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