



Executive Assistant Position Description

Location: USA

We envision a just world where Black, Indigenous, and Communities of Color experience safety, health, and abundant joy through meaningful relationships with one another and the outdoors.

At Youth Outside, we've long worked to remove the barriers that have historically prevented communities of color from accessing meaningful experiences in nature and professional opportunities in the outdoor sector. We know that participating in outdoor programming offers those who have been most impacted by racial injustice a powerful source of healing and growth.

Youth Outside has reached an exciting time in our organization's history. Against a backdrop of increased urgency around racial equity and broad shifts in public consciousness in support of dismantling systemic racism, the need and demand for our work is greater than ever. Our systems change approach includes grantmaking, anti-racism training, career pathway development, and capacity-building. We center the voices and leadership of Black, Indigenous, and People of Color, and work to ensure a future where the healing benefits of nature are equally accessible to all.

The Opportunity

The Executive Assistant role is an exciting full-time opportunity for someone with a passion for our mission to keep administrative projects running smoothly, support event planning and logistics, respond to and prepare for inquiries, welcome visitors, and energize our close-knit team. You'll rely on strong organizational and communication skills and work closely with the CEO to do meaningful work on our team. Previous experience in a nonprofit preferred but not required.

The Executive Assistant will work closely alongside our CEO to support efforts that shape the next phase of Youth Outside's financial and programmatic growth and impact. The ideal candidate will be enthusiastic about our mission, and provide administrative support to coordinate critical behind-the-scenes efforts that are instrumental in allowing the CEO to be more effective in her role, including supporting communication with the Board of Directors, managing scheduling requests, assisting with written and verbal communications on the CEO's behalf, and (potential) in-person engagement opportunities with a wide range of stakeholders, partners, clients, grantees, and donors. In addition, this position will support Youth Outside by monitoring the company email and telephone line, responding in a timely manner to general inquiries,



performing light bookkeeping activities, assisting in the planning of staff and Board meetings, and contributing to a positive work culture. This position reports to the Chief Executive Officer.

Key Responsibilities

- Research, prioritize, and follow up on incoming inquiries addressed to the CEO, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Support CEO in managing calendar, scheduling and prioritizing the most urgent matters
- Write and edit emails, draft memos, and prepare communications on the CEO's behalf
- Direct communication with the Board of Directors including but not limited to, scheduling board and committee meetings, agenda preparation, taking minutes, supporting onboarding activities for new members, and more
- Perform some accounting, data management, and bookkeeping duties including support with annual audit
- Organize meetings, including scheduling, reminders, and catering
- Coordinate travel arrangements and create trip itineraries (when appropriate)
- Secure conference/seminar registrations and corresponding travel (when appropriate)
- With the Youth Outside team, contribute ideas for the development, implementation, and documentation of systems that can strengthen the organization's operations, in particular as it relates to streamlining processes
- Participate in appropriate professional development that ensures the continued ability to support the organization's internal and external approach to racial justice, equity, inclusion, and cultural relevancy
- Support Youth Outside's social media efforts, including coordinating weekly postings
- Support onboarding for new employees and volunteers, e.g., creating welcome materials

Qualifications

- At least 2 years of Administrative Assistant or similar experience with a desire to be proactive and create a positive experience for others. Previous experience in a nonprofit organization preferred but not required
- Ability to work in a highly collaborative work environment
- Track record of prioritizing and executive multiple time-sensitive priorities with integrity
- Excellent organizational skills, even when facing multiple deadlines
- Excellent listener and communicator
- Sense of humor with a proactive and positive attitude



- Ability to learn new applications and support others in the adoption of new tools
- Ability to adjust and adapt readily to multiple demands, constituencies, and handle a diversity of projects simultaneously
- Ability to effectively communicate the values and expectations of Youth Outside
- High attention to detail and experience using office management tools to stay organized
- Ability to take and give direction and feedback on a variety of topics
- Familiarity with tools such as Microsoft Suite, Google Suite, Zoom, social media platforms
- Familiarity with and comfort discussing issues related to racial justice, equity, and inclusion
- Familiarity with nonprofit sector including the outdoor/environmental sector a plus
- Experience working with a Board of Directors a plus
- Comfortable with coordinating in-person and virtual meetings
- Remote work experience a plus

Our Team's Culture, Compensation, and Benefits

We work hard and we love to learn. You will join a collaborative team of self-motivated leaders who value racial equity, cultural relevancy, and inclusion as building blocks for effective work to advance our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other and our training participants. As we pursue our vision of a world where all communities have equitable access to meaningful outdoor opportunities, we meet individuals where they are.

We offer generous vacation, paid health and dental premiums, a supportive team culture, and financial support for individual professional development activities. Employees also have the opportunity to join an employer-sponsored retirement plan. This position is a full-time, hourly position. Annual compensation for this position is budgeted at \$50,000 - \$60,000. While our office is based in downtown Oakland, CA, we are currently working from home and open to candidates anywhere in the USA.

Youth Outside strongly encourages people from all backgrounds to apply for open positions. Most importantly though, no matter your background, the person selected for this position must embrace, advocate for, and deeply value racial equity and inclusion. We are an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.



How To Apply

Please submit a resume, and an intentional cover letter to Kim Moore Bailey at kim@youthoutside.org with the subject: Executive Assistant.