



Job Title: Executive Assistant	Last Date Modified: January 2, 2019
Exempt/Non-exempt: Non-exempt	Full Time / Part Time / Seasonal: FT
Schedule: Weekdays, Weekends, Holidays	Minimum Hours: 40
Department: Administration	Supervisor Title: Executive Director

The Executive Assistant reports to the Executive Director and is responsible for providing administrative support to the Executive Director and other Fairytale Town managers as needed.

Job Duties: *Duties may include but are not limited to:*

- Provide executive level administrative support to Executive Director.
- Assist in maintenance of donor database and sponsorship program.
- Represent the organization at off-site outreach events
- Establish internal reports for outreach events
- Represent the Executive Director at meetings.
- Provide administrative support to other managers in preparation for research projects, special reports, statistical data, and capital improvement projects for park.
- Assist in upkeep of Policy and Procedures Manuals, and other administrative manuals and support documentation.
- Type, file, generate or edit correspondence, assist in scheduling appointments, take minutes at meetings.
- Prepare complex documents, reports, and presentations.
- Collect and process revenues as needed. Deposit and post receipts as needed.
- Other duties as assigned.

Job Skills/Experience Requirements:

- Two or more years of progressively responsible experience in an administrative office, preferably with a nonprofit organization.
- Thorough knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Internet functions.
- A high level of comfort with specialized databases and systems
- Knowledge in eTapestry, or other Blackbaud products a plus.

Job Skills Desired:

- Maintain high level of confidentiality and professionalism.
- Establish and maintain effective working relationships with employees.
- Prepare clear and concise reports.
- Work with a minimum of supervision.



- Organize and prioritize to meet designated timelines.
- Interpret and explain regulations, policies, and procedures.
- Understand and follow written and oral instructions and communicate clearly orally and in writing.
- Ability to multitask, organize and prioritize assignments.
- Accuracy and attention to detail.
- Strong work ethic and demonstrated ability to maintain confidentiality.
- Professional office appearance and demeanor.
- Enthusiasm for accomplishing the organization's goals and abiding by the mission and philosophy of Fairytale Town.

Job Abilities:

- Must be willing and able to work around and in close contact with animals daily.
- Must be willing and able to work some weekends and holidays, as needed.
- Creativity and a sense of humor.
- Possession of a valid California driver's license and reliable transportation.
- Ability to lift objects up to 50 pounds.

Please email cover letter and resume to Sherri Adams, H.R. Specialist at sdadams@fairytaletown.org

Deadline to apply is January 25, 2019.

No phone calls please.