



Executive Assistant to the General Manager

Do you have great interpersonal skills and enjoy working with a team of professionals on multiple business initiatives? Are you a creative self-starter who possesses an analytical mind and a facility with metrics? Do you feel energized when balancing multiple projects with important deadlines?

The Arbor Day Foundation seeks a highly skilled and organized individual to serve as Executive Assistant to the General Manager of Lied Lodge & Conference Center. The person selected for this unique role will bring a wealth of experience, consistently demonstrate good judgment and feel confident serving as an extension of the General Manager, of Lied Lodge, of Arbor Day Farm and of the Foundation as a whole. In this role, it is necessary to successfully partner with multiple business managers to drive results. The successful candidate will be a project manager, a clear communicator, an experienced writer, a keen proofreader, and a forward thinker who passionately advocates the Foundation's tree planting mission at every opportunity.

If this full-time career opportunity, together with an attractive benefits package, speaks to your talents and passions, please send a cover letter and resume to: Arbor Day Foundation, Cathy Horner, PO Box 817, Nebraska City, NE, 68410, or talent@arborday.org or complete an on-line application at www.arborday.org/careers.

Responsibilities

- Advocate and actualize the Arbor Day Foundation's mission of inspiring people to plant, nurture, and celebrate trees, while realizing the valuable role each employee plays in achieving this goal.
- Embrace and model an organization-wide culture of accountability and service excellence in which employees are recognized, engaged, and empowered.
- Write clearly and compellingly, and provide excellent proofreading skills.
- Partner with both internal and external associates and with outside organizations to coordinate meetings, communication, and special events.
- Partner with department leaders to conduct research, ensuring all information is explored, complete information is provided and recommendations are made and supported.
- Assume full responsibility for special projects that will further our mission, financial, guest service and employee engagement goals.
- Create spreadsheets and track and analyze "key indicators," flagging potential challenges and recommending courses of action that might be taken to ensure that goals are exceeded.
- Work with all department leaders to ensure that Lied Lodge website is kept up to date and is using the most current approaches to keywords, ad words and other available tools to maximize site effectiveness.
- Develop and ensure compliance with a property calendar to allow recurring operational deadlines to be consistently met.
- Act as the eyes and ears of the General Manager, including performing regular guest room inspections and maintenance walk-throughs.
- Review operating practices and procedures to determine whether improvements can be made.
- Perform administrative duties, including composing letters and taking meeting minutes.

Qualifications

- A passion for the Foundation's mission: trees, nature, and environmental stewardship.
- Commitment to providing world-class service to both internal and external guests.
- Energetic, positive team player with a proven track record of translating ideas into effective action.
- Exceptional communication and proofreading skills.
- Skilled in collaborating with others as well as working independently.
- Demonstrated time management and creative problem solving skills.
- Ability to prioritize, multitask and effectively manage several project deadlines with perfection.
- Forward thinker with the ability to anticipate needs and ask smart questions to ensure expectations are met/exceeded.
- Advanced aptitude for numbers and MS Excel, and experience with metrics, benchmarking and best practices.
- Proficient in MS Word, PowerPoint and Publisher.
- Ability to maintain complete confidentiality relating to all business information.
- Special consideration given to those with bachelor's degree and hospitality experience.

Schedule

- Business hours, Monday - Friday

Salary

- Commensurate with experience