



The Arbor Day Foundation is a growing, million-member organization with the mission of inspiring people to plant, nurture, and celebrate trees. These members support the Foundation's many tree planting programs and promote environmental stewardship both where they live and around the globe.

The Foundation seeks a highly skilled and organized individual, to serve as **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. We seek a creative self-starter who possesses an analytical mind, a facility with metrics, and has successfully partnered with 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 career sounds well suited to your talents, submit your resume and cover letter to the Arbor Day Foundation, Attn: Cathy Horner, P.O. Box 817, Nebraska City, NE 68410. Online applications also accepted at www.liedlodge.org. EOE/Drug-free workplace.

Job Title: Assistant to the General Manager

Reports to: Karen Houser, General Manager of Lied Lodge & Conference Center

FLSA Status: Full-Time, Exempt

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 and guide department leaders to conduct research and provide other project assistance, ensuring all information is explored, complete information is provided and recommendations are made and supported.
- 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 formatted toward allowing this to be the best tool it can be.

- Develop and ensure compliance with a property calendar to allow regular operation 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 as assigned, 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.