

## Executive Assistant, California Chapter & Global Fisheries

The Nature Conservancy of California, the state's most influential environmental organization, is seeking a dynamic Executive Assistant to support a busy executive office that covers California, the California/Hawai'i Division, and the Global Fisheries Program.

First, California. With over 200 staff creating innovative solutions to the problems facing people and nature across the state, The Nature Conservancy of California has an inspiring record of accomplishment. We've protected over 1 million acres of California's most iconic landscapes and retain ownership of a number of premier nature preserves. Building on the skills and experience of over 60 years, the organization has moved from a pure focus on protecting special places to pioneering system changes in the way we use and manage nature. The challenge of the 21st Century is finding ways for nature to help solve the most pressing problems facing people. This is the exciting work of The Nature Conservancy today.

Ideal candidates will have demonstrated experience working with C-suite executives, creative problem-solving skills, comfort in a fast-paced environment, and a deep commitment to the mission of The Nature Conservancy. This right person will see this position as an opportunity to work hard, learn a ton and get your foot in the door of a wide-reaching conservation organization with a demonstrated commitment to internal growth.

Your primary duty is to support a globe-trotting executive director (once travel resumes), manage complex logistics, complex contracts, complex everything. You will become a calendar Tetris whiz. Sense of humor, calm under pressure and appreciation for candor are musts. Beyond day-to-day support, you will have the opportunity to tackle special projects that reach across the globe. You'll lead the California Board of Trustee Committee process, granting you direct access to our conservation teams across land, water, oceans and cities, as well as leaders in technology and economics, who are solving some of the most critical conservation challenges we face today.

If you care about nature and its fate in a rapidly changing world; if you believe in practical solutions and uncommon partnerships; if you expect results through teamwork; and if you don't settle for the way things have always been done, The Nature Conservancy offers the best opportunity to make an impact.

The Executive Assistant reports to the Chief of Staff and is a key member of the Executive Office, located in the heart of San Francisco's financial district. TNC's offices are currently closed due to Covid-19 and this position will work from home in the San Francisco Bay Area until offices reopen.

To learn more, please contact: Amber Mello, Talent Manager [amber.mello@tnc.org](mailto:amber.mello@tnc.org)

To apply, please visit [nature.org/careers](https://www.nature.org/careers) Posting ID 49129 by **8:59 PST November 30, 2020**

*The Nature Conservancy is an Equal Opportunity Employer.  
Women, minorities, people with disabilities and veterans are encouraged to apply.*