

## Executive Assistant

The Stony Brook-Millstone Watershed Association, a dynamic and multifaceted non-profit conservation organization, is seeking a full-time executive assistant to provide administrative support to the Watershed Association's Executive Director and to provide office management support for the organization in general.

Primary areas of responsibility include scheduling and organizing meetings, responding to telephone calls, assisting with correspondence, filing, maintaining office equipment and supplies, and greeting visitors.

The ideal candidate should be a highly organized team player who can handle multiple tasks with grace and good humor and who does not hesitate to assist others as circumstances may require. The candidate must have a college degree; experience in executive secretarial work and/or office administration; and strong computer skills including high proficiency with Microsoft Office. The individual should have strong communications skills; pay meticulous attention to detail; and exhibit the highest professional standards for accuracy and reliability. The candidate must possess a high degree of judgment, tact, warmth and professionalism in dealing with Trustees, donors, elected officials, and other constituencies. Not least the individual should have enthusiasm for the conservation mission of the organization.

The Watershed Association is central New Jersey's first environmental group, protecting clean water and the environment through conservation, advocacy, science, and education since 1949. The Association owns and manages an 860-acre nature reserve in Hopewell Township; operates a nature center, summer camp, and extensive environmental education program; advocates for stronger local and state environmental protections; and monitors water quality at 40 locations throughout our region.

Candidates should submit a cover letter and resume to Rich Cavallaro at [rcavallaro@thewatershed.org](mailto:rcavallaro@thewatershed.org)