



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
570 W. Avenue 26, Suite 100
Los Angeles, California 90065

EXECUTIVE ASSISTANT JOB OPPORTUNITY BULLETIN

This position requires a motivated, energetic, discerning and organized individual. The successful candidate will be able to deal with multiple tasks simultaneously, interact well with senior management and the public, work independently, and be able to respond and adapt easily to change. The successful candidate must have a positive attitude, a high degree of judgement, initiative and professionalism.

Under the direction and supervision of the Executive Director, the Executive Assistant will:

- Maintain the calendar and schedule for the Executive Director.
- Screen telephone calls, maintain a telephone call log and direct or answer inquiries on behalf of the Executive Director.
- Review and set priorities on incoming mail and maintain an incoming mail log for the Executive Director.
- Coordinate senior management meetings. Attend and take minutes at all senior management meetings.
- Serve as a liaison between the Executive Director and staff.
- Maintain files and records, including confidential material.
- Coordinate business lunches, including organizing refreshments and food.
- Develop and maintain mailing lists and other databases.
- Prepare written materials, including correspondence and board reports as needed.
- Coordinate with the board secretary for board meetings and materials.
- Coordinate smooth office management including receptionist duties and IT supervision.
- Assist with other duties as assigned.

Qualifications:

- B.A. or B.S. degree or higher preferred. Experience can be substituted for academic degree.
- Three years experience in high-level administrative skills in public or private sectors.
- Experience in supporting executive level staff.
- Familiarity with governmental processes and environmental issues preferred.
- Knowledge of IBM-based computer programs including word processing, spreadsheets and databases. Knowledge of Palm Pilot and Access desirable.
- Excellent oral and written communication skills required.
- Excellent organizational skills.
- Ability to handle multiple tasks under deadlines.

Pay Range: \$33,011 to \$49,836; Commensurate with experience

Required Hours: Monday through Friday, 8 hours per day, 40 hours per week. This position will require some overtime/weekend work.

Office Location: Malibu, California

Resumes to: Fax (323)221-9934 or E-mail: info@lamountains.com