



**POSITION TITLE:** Executive Assistant  
**REPORTS TO:** Chief Executive Officer (CEO)  
**JOB CLASSIFICATION:** Full-time Employee/Exempt  
**LOCATION:** On-site Save the Chimps Sanctuary – Fort Pierce, FL

#### **ORGANIZATIONAL MISSION & HISTORY**

Save the Chimps (STC) operates the largest privately funded chimpanzee sanctuary in the world. Located on nearly 150 acres on the Treasure Coast of Florida, the Sanctuary provides lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 200 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, more than 60 full-time employed staff, and a number of community volunteers.

#### **THE OPPORTUNITY**

Save the Chimps is seeking an Executive Assistant to join our growing team. The ideal candidate will be a seasoned executive assistant who is passionate about our cause and who can add value through maximizing the effectiveness of our CEO, and Board of Directors by providing administrative support as needed.

The Executive Assistant will coordinate all logistics and preparations for Board meetings. The individual must demonstrate excellent customer service and have enthusiasm for the Save the Chimps organization.

#### **PRIMARY RESPONSIBILITIES**

The primary responsibilities include, but are not limited to, the following:

- Provides administrative support to the CEO, including, but not limited to: scheduling meetings, following up on meeting-generated tasks, preparing documents and presentation slides, travel planning, processing invoices, and credit card expenses, information compilation for reports and presentations, and dissemination of meeting materials.
- Represents the CEO to internal and external constituents as requested. Answers informational questions.
- Creates documents/correspondence, spreadsheets, presentations, and databases. Composes high level correspondence and reports independently and with professional quality. Edits and proofreads written materials as required.
- Serves as liaison to the STC Board of Directors and various committees. Examples of duties include: updating Board information on various platforms; taking Board meeting minutes; preparing materials for Board meetings; sending Board meeting invitations; coordinating Board logistics; and responding to members' information requests.
- Coordinates special projects/initiatives as assigned by the CEO.



- Maintains inventory of office supplies, stationery needed for mailings, and communications collateral.
- Other job duties as required.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in related field and 3 years related experience or equivalent combination.
- Experience managing the schedule and contacts of a senior executive.
- Proficiency with Microsoft Office suite and ability to learn and effectively apply new computer applications required.
- Ability to work independently, as well as forge strong working relationships with others, instilling confidence and trust among fellow staff and external constituents.
- Strong organizational skills as well as the ability to balance multiple initiatives and prioritize workload to meet deadlines.
- Forward-thinking in anticipating needs; possession of critical thinking skills.
- Strong verbal and written communication skills.
- Ability to be flexible and adapt to changing situations and priorities.
- High ethical standards and integrity. Ability and willingness to maintain a high level of confidentiality and discretion.
- Must possess a commitment for the organization's mission.
- Must have a valid driver license and reliable transportation.