



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

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.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is occasionally required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Able to drive and operate golf cart or other vehicles for use on sanctuary property.
- Must be able to run and swim in the face of danger.
- Must be able to pass a pre-hire drug screen.

PUBLIC HEALTH REQUIREMENTS

- STC follows and adheres to all local, state and federal regulations and CDC recommendations for COVID infection control and other public health mandates.
- STC currently requires all employees to be vaccinated for COVID, Hepatitis A & B, and Tetanus and to be monitored periodically for TB.
- Employees must be comfortable and compliant with sanctuary protocols which may include: remote or in-person attendance, working in proximity to both humans and chimpanzees, and wearing of PPE, among other best practices in public health management.

ENVIRONMENTAL REQUIREMENT

- Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife.
- Employees must not object to unpleasant chimpanzee behaviors including spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking of the mesh barrier, and loud screams or hooting.