

**FAIRMOUNT PARK**

**CONSERVANCY**

## **Executive Assistant**

### **Organizational Overview:**

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

### **Position Overview:**

The Executive Assistant will serve as the central point of contact for the organization's administrative needs, performing a range of executive and operational support tasks. The ideal candidate will be organized and detail-oriented, with excellent communication skills and the ability to work independently and as part of a team. A high level of professionalism and confidentiality is critical to this role.

The Executive Assistant will report directly to the Chief Executive Officer and support the Operations Manager with office management responsibilities. This position is a full-time role and requires being in the office five (5) days a week.

### **Responsibilities:**

#### **Board & Executive Support**

- Support all activities related to the Conservancy's Board of Directors and related committees by interfacing with board members, coordinating meeting schedules, recording minutes, creating meeting agendas, and compiling board reports
- Coordinate board and staff meeting preparation, including food ordering, technology setup, circulating agendas, and other logistical needs
- Keep Board information updated across all organizational platforms
- Update organizational information with external parties as needed
- Assist with calendar management, including scheduling meetings and external appointments for the leadership team
- Help with document management and recordkeeping
- Represent the Conservancy at internal and/or external meetings when assigned

#### **Operational & Administrative Support**

- Manage mail and package distribution at the headquarters office
- Order office supplies and manage inventory
- Coordinate with external vendors and contractors
- Answer phone calls, direct inquiries, and handle general external correspondence
- Maintain cleanliness and organization in the office kitchen space
- Oversee the business phone line system
- Maintain relevant internal staff-wide calendars
- Provide general technical support in the office, including equipment distribution and troubleshooting

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### **Qualifications:**

- Minimum of two (2) years of experience in administrative support, including assisting executive leadership, communicating with a board of directors, and maintaining general office functions
- Proficiency in Microsoft Office suite products
- Broad familiarity with database products and online board management tools (experience with the Conservancy's software products is a plus, including Boardable, Smartsheet, and Raiser's Edge)
- Ability to type and take dictation with a high degree of accuracy
- Strong time management skills with a proven ability to meet deadlines
- Experience in anticipating and meeting administrative needs across the organization
- Excellent organizational and interpersonal skills
- Ability to work independently and as part of a team in a fast-paced environment
- Be able to work within an organization with people of diverse backgrounds and perspectives
- Exceptional written and verbal communication skills
- Interest in and commitment to the mission of the Conservancy

### **Compensation:**

The salary for this position ranges from \$50,000 to \$60,000. Additionally, the Conservancy offers a comprehensive benefits package that includes health, dental, and vision insurance, as well as life, disability, and retirement benefits.

### **Anti-Discrimination Policy:**

The Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

### **To Apply:**

Thank you for your interest in Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, and three work-related references as either PDF or Word documents and submit them here: [Application Form](#)

Please, no phone calls or mailed applications. The application deadline is February 6<sup>th</sup>, 2026.