

Executive Assistant to the Director of Programs

Full-time, Remote
Bilingual English-Spanish

The Climate and Land Use Alliance (CLUA) is a collaborative of foundations seeking to realize the potential of forests and land use to mitigate climate change, benefit people, and protect the environment. The CLUA member foundations are the ClimateWorks Foundation, the David and Lucile Packard Foundation, the Ford Foundation, and the Gordon and Betty Moore Foundation. Margaret A. Cargill Philanthropies and Good Energies Foundation award grants in alignment with the CLUA strategy. By bringing together our resources and diverse expertise, CLUA supports policies, practices, and partnerships that halt and reverse forest loss, advance sustainable land use and development, and secure the rights and livelihoods of Indigenous and forest communities. For more information, please visit www.climateandlandusealliance.org.

Job Summary:

The Executive Assistant to the Director of Programs (Director) plays a key administrative role on the CLUA team, coordinating meetings of CLUA's Initiative and Workstream teams and supporting the Director with schedule coordination, arranging travel, meeting logistics, preparing meeting materials, and other administrative tasks. The Executive Assistant will also support the Director with internal and external communications and special projects as assigned.

The Executive Assistant represents CLUA's leadership both internally and externally and must have good judgment and significant initiative across a broad spectrum of activities and situations. Because the Director of Programs travels or has limited availability, the Executive Assistant must be able to work independently and possess strong organizational and interpersonal skills. The Executive Assistant reports to the Director of Programs and coordinates with the rest of the CLUA staff.

Essential Duties and Responsibilities:

The Executive Assistant (EA) will perform the following and other duties as assigned:

- Initiative and Workstream Team Support: Manage calendaring and invitations for Initiative and Workstream Team calls, support the development and distribution of agendas by consulting with team leads, host meetings and webinars on Zoom or other designated platforms, prepare and circulate call summary notes, and track action items and follow-up.
- Scheduling: Manage the Director's calendar, time, and tasks. They will perform complex scheduling across international time zones in collaboration with member foundations, Program team, Initiative Leads, CLUA staff, and consultants, ensuring that issues and schedules are shared as appropriate.
- The EA will be responsible for tracking tasks requested by the Director or to be completed by the Director. Plan and coordinate the Director's extremely active calendar of appointments in alignment with established priorities, serving as both "gatekeeper" and "gateway" to create win-win situations for direct access to the Director's time and office.

- Travel & Meeting Coordination: Arrange Director’s travel, meeting space, agenda, written materials, and assemble documents as needed. Ensure that the Director is fully briefed and prepared for meetings, events, and trips by providing or obtaining background information for these commitments. Prepare and/or research materials for meetings and presentations; compile reference material as needed. Attend meetings when requested to facilitate, collect agenda items, take notes, and produce minutes, as needed.
- Correspondence and communication support: Monitor an extremely active email inbox in collaboration with the Director to support with calendaring and task management and to ensure timely follow up. Review communications and documents for accuracy, completeness, format, and grammar. Help draft presentations, memoranda, letters, and other internal and external communications when requested.
- Organize Information: Ensure that files, both electronic and paper, are organized and current.
- Complete monthly expense reports and other administrative responsibilities as needed.
- Provide support for projects at the intersection of CLUA programs and operations as well as internal and external communications.
- Support the Director with developing systems for knowledge management and learning to ensure collaboration and timely sharing of information in useful ways across the organization.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and discreetly with kindness and respect; and follow-through on projects to successful completion, often with deadline pressures.
- Engage effectively with staff at all levels of the organization to complete tasks on time while also contributing to a highly collaborative, transparent, and mutually supportive sense of team. Monitor deadlines, follow up on delegated tasks and provide appropriate reminders.

Qualifications:

- 5+ years of administrative work experience, with 2+ years in a senior administrator/program operations or executive assistant role
- Working proficiency in Spanish
- International work experience or past experience supporting leaders working internationally
- Past work at an environmental or rights organization a plus
- Strong editing and writing skills (in English) that allow for drafting materials tailored to a wide range of audiences
- Strong computer skills: a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox. Knowledge of Miro and Canva a plus
- Previous experience maintaining complex calendars and coordinating meetings/events for large groups
- Impeccable administrative and organizational skills – scheduling, record keeping, monitoring email
- Self-motivation, initiative, persistence, dependability, and ability to work effectively and efficiently with minimal supervision
- Creativity, resourcefulness, and professionalism
- Ability to work under pressure, prioritize, and be flexible
- Excellent judgement, ability to adhere to confidentiality, handle sensitive matters with discretion, and strong emotional intelligence to facilitate relationship building across the alliance
- Demonstrated sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations
- Experience working in diverse, equitable and inclusive work environments, inclusive of experience in anti-racist/anti-colonial work, and commitment to justice and equity work
- Experience coordinating, facilitating, and creating collaborative environments among organizations preferred

Application Process

The Climate and Land Use Alliance is an equal opportunity employer and welcomes a diverse candidate pool. We recognize diversity as an asset essential to accomplishing our work and view diversity as encompassing differences in race and gender, as well as age, national origin, ability, sexual orientation, job skills, education, and geographic location.

All interested candidates are encouraged to apply by submitting a resume and cover letter as soon as possible. CLUA will complete an initial review of applications received by August 15th and on a rolling basis thereafter until the position is filled. To be considered, [please apply online](#) and submit a cover letter and resume.