



## Transforming the Farmer to Consumer Supply Chain with Climate-Smart Agriculture Partnerships Project **Executive Assistant**

### About the Position

We are in search for an Executive Assistant to create efficiency for project leadership via coordinating meetings, conferences, travel, and calendars; compiling information needed for focused work time; creating and maintaining organization systems for electronic files; prepping for business development opportunities, administering transactional benefits, etc.

### About the TransformF2C Project

The Transforming the Farmer to Consumer Supply Chain (TransformF2C) project is leveraging expertise and positioning of strong partnerships to deliver on a \$70 million U.S. Department of Agriculture Partnership for Climate Smart Commodities grant. Serving as a collaboration between industry partners, the project is designed to develop end-to-end supply chain partnerships with the goal of both producing climate smart commodities and marketing them via brands and retailers to consumers. The Project strives to develop localized marketing opportunities for climate-smart commodities. This project is collaborating to provide a suite of financial, technical, and agronomical services to interested growers in support of the production, record keeping, marketing, and promotion of climate-smart soybeans. In coordination with its Project Partners and Service Providers, Carbon A List aims to enroll more than 350 participating farms in its climate-smart commodity incentive programs.

## Job Responsibilities

### **Conserve Transform Program and Consulting Leaderships' Time & Create Efficiencies**

- Manage the Managing Partner's calendar. Build time blocks for prioritized focus work.
- Review, prioritize, and respond to email on behalf of the Managing Partner. Managing email inbox daily.
- Compile information and resources for meetings and dedicated focus time.
- Coordinate meetings, conferences, and schedules.
- Compile information for agenda development, plan meetings, take notes during meetings, and follow up on action items.
- Maintain meeting best practices (e.g., time blocking, adding off topic items to the parking lot, ensuring "how/whens" are called out and owned by a participant, etc.)
- Advise on and create electronic organization systems for assigned projects.
- Create and implement administrative playbooks and workflows to maximize efficiency.
- Manage and track assigned projects to ensure deadlines are met.
- Assist with training/implementation of software, when needed.
- Research and coordinate all business travel arrangements.
- Provide professional reviewing for documents including transcribing, formatting, inputting and editing, retrieving, copying, proofreading, and transmitting correspondence including proposals, RFPs, contracts, etc.
- Maintain, monitor, and report on project-based budgets
- Confer with an IT consultant to determine how to best configure IT setup and admit users and guests to support onboarding and maintenance
- Process benefit transactions including adding/removing participants from the health, flex, and fringe benefits plans as needed.
- Track, prepare, and coordinate performance appraisal discussions and related documents.

### **Assist Managing Partner with Securing Additional Business and Partnerships**

- Assist with the coordination of planning meetings, business development, and networking activities.
- Assist with development of correspondence, presentations, and materials.
- Plan and assist with trade shows and related functions as needed.
- Research potential clients, partnerships, competition, and target markets, as needed.
- Coordinate project advisory committee agenda, participation, and logistics.
- Issue press releases, once approved by the Communications team, regarding projects, new hires, promotions, and CAL activities.
- Suggest, co-author, and/or provide assistance with communications, as needed.
- Acting as the website contact and routing inquiries to the appropriate individuals as needed.

### **Track and Organize CAL Holdings Meeting Topics and Files**

- Track corporate retreat and partnership topics, assignments, and progress.
- Assist with corporate meeting scheduling, logistics, and agenda development.
- Record accurate partnership minutes, routing them for review, approval, and ensuring record keeping.
- Maintain records of the organization per legal requirements and for review by authorized parties.
- Ensure retention of records for membership, certification, and tracking. Prompt those that hold membership, certification, and licensure to renew and/or maintain proper professional education requirements.

## Required Qualifications

### **Education:**

- Associates or bachelor's degree in business or related field is preferred; or experience in lieu of education is required.

### **Experience:**

- 3+ years in a progressive administrative position is required.
- Previous experience in an Executive Assistant role is preferred.
- Administrative experience in climate change or related industry is preferred.

## Core Competencies

- Demonstrated ability to be confidential with work-related information (e.g., budgets, personnel, benefits)
- Demonstrated ability to anticipate needs, understand the cause and effect of meetings and decisions, and make recommendations and/or take appropriate action
- Previous success in determining the best use of leadership's time is required.
- Previous success in arranging corporate retreats, travel, and accommodation
- The ability to work collaboratively with other team members is required.
- Strong organization, prioritization, attention to detail, and follow through
- High level of accuracy
- Strong professional written and oral communication skills
- Outstanding listening skills – including the ability to inquire further to problem solve and anticipate needs
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint)
- Outstanding customer service attitude towards internal and external customers
- Ability and willingness to file, research, complete special projects, and seek processes/procedures to generate efficiency

## Preferred Qualifications

- Proficiency in Asana, Miro, the Microsoft suite, Airtable, and similar tools

## Physical Qualifications & Work Environment

- Normal physical requirements associated with working in an office environment such as prolonged sitting and repetitive motion such as typing on a computer keyboard.
- May also require periodic standing, walking, and/or bending.
- Visual acuity sufficient to perform frequent work on a computer screen and review printed reports and other materials. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The person in this position has frequent in person and virtual contact with others. Requires the ability to hear and to communicate orally with others.

## Pay Range

\$26 - \$32 / hour

## Application Deadline

Thursday, November 14, 2024 at 11:59 PM EST