



JOB TITLE	Executive Assistant		
REPORTS TO	President & CEO		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART-TIME	Full-Time Non-exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

The Peregrine Fund protects the earth’s 561 species of raptors, partnering with local people on five continents to inspire action and preserve essential habitat. Support comes from donors, corporations, and government grants. We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide. Today we:

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage all ages with environmental education
- Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life, and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before the final offer of employment is made.

POSITION SUMMARY

The Executive Assistant is responsible for providing complex administrative support to the President & CEO, exercising confidentiality, professionalism, and diplomacy.

ESSENTIAL FUNCTIONS

This role requires a high level of accountability and includes extensive engagement with The Peregrine Fund Board of Directors and Executive staff. The Executive Assistant is crucial in ensuring the President & CEO's schedule is managed effectively and that the Executive office operates efficiently.

RESPONSIBILITIES AND SCOPE

- Executive Support:
 - Provide a variety of complex administrative services.

- Exercise discretion and judgment with support around sensitive information.
- Possess comprehensive knowledge of executive matters and responsibilities.
- Assist in coordinating meetings and events for the Board of Directors, including travel, itineraries, accommodations, and other communications.
- Scheduling, booking, and maintaining records of expenses, invoices, and requests requiring the signature or approval of the President & CEO.
- Support Executive Staff as requested by the President & CEO.
- Leadership & Support:
 - Engage and remain knowledgeable about the operations of the Executive team and office as it relates to the internal cross-functional governance of the organization.
 - Maintain best practices for the relationship between the President & CEO and the Executive team.
 - Identify opportunities for the development, growth, and efficiency of communication within the Executive support team.
 - Ensure coverage of executive assistance during office hours and sometimes beyond.
- Communication & Coordination:
 - Organize and facilitate details for regular meetings to support Executive Staff, ensuring open communication, organization, and updates.
 - Manage relationships with internal and external stakeholders, ensuring positive communication and handling sensitive matters professionally and diplomatically.
 - Act as a liaison for internal shared services departments and the Executive office.
 - Maintain confidentiality.
- Project Management & Special Duties:
 - Support and manage special projects with teams, including event support and communication tasks at the request of the President & CEO.
 - Coordinate with teams to support company events such as holiday parties, luncheons, and other corporate activities.
 - Manage the Executive calendar, prepare meeting agendas, and ensure timely tracking of expectations and the execution of action items.
 - Support the President & CEO with reports, strategic planning, goal tracking, and partner research.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Associate Degree in a business-related field preferred though relevant experience may be considered in lieu of a degree.
- 2+ years of experience in an executive support role or similar capacity.
- Strong verbal and written communication skills.
- Demonstrated discretion and the ability to maintain confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and in a fast-paced office environment.
- Strong attention to detail with excellent organizational skills.

WORKING CONDITIONS

Works in an office located in Boise, Idaho. The role involves working in a fast-paced environment where multitasking and attention to detail are crucial for success. Limited travel during the work week, and sometimes weekends will be required.

COMPENSATION

- Hourly \$25.00 - \$28.84 (Depends on experience)

HOW TO APPLY

- Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Please name the file “LastName_FirstName_Executive Assistant” and include the job title you are applying for in the subject line.