



## EXECUTIVE ASSISTANT TO THE CEO

Position Type: Regular full-time (exempt)

Reports to: CEO

Location: ZFP Headquarters

We are seeking an experienced and highly organized Executive Assistant to provide comprehensive support to the CEO of the Zion National Park Forever Project. The ideal candidate will be a proactive, detail-oriented professional with exceptional organizational and communication skills. This role requires a high level of discretion and the ability to handle confidential information professionally at all times. The primary focus will be schedule management and coordination, ensuring the CEO's time is optimized for strategic priorities.

### WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking a full-time Executive Assistant that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, and Pipe Spring National Monuments and providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and understand the value of each person's contribution to this important work.

The Forever Project's headquarters are in Zion National Park. The Executive Assistant position will be located primarily at the ZFP headquarters in Springdale, UT, with some travel to various locations to support the CEO. A willingness to occasionally work evenings and weekends is necessary.

### WHAT YOU'LL DO:

The Executive Assistant is responsible for the following:

#### **SCHEDULE MANAGEMENT - 40%**

- Coordinate and manage the CEO's calendar, ensuring efficient use of time and prioritization of key activities.
- Schedule and organize internal and external meetings, including logistics, agenda preparation, and follow-up actions.
- Anticipate scheduling conflicts and proactively resolve them to maximize the CEO's productivity.

### **COMMUNICATION AND CORRESPONDENCE - 20%**

- Act as a diplomatic gatekeeper for the CEO, managing emails, phone calls, and other communications.
- Draft and edit correspondence, reports, and presentations on behalf of the CEO.
- Ensure timely and accurate dissemination of information to internal and external stakeholders.

### **TRAVEL ARRANGEMENTS - 15%**

- Coordinate domestic and international travel arrangements for the ZFP leadership team, including flights, accommodations, and transportation.
- Prepare detailed itineraries and travel packs for trips, ensuring a seamless travel experience.

### **MEETING PREPARATION AND FOLLOW UP - 15%**

- Prepare briefing materials, presentations, and reports for meetings attended by the CEO.
- Attend meetings with the CEO, take notes, and ensure follow-up on action items.
- Assist in the preparation of board materials and reports for various stakeholders.

### **PROJECT SUPPORT - 10%**

- Provide support for special projects and initiatives as assigned by the CEO and as requested by other Zion Forever team members (development events, etc).
- Provide logistic support as needed for ZFP events.
- Collaborate with other team members to facilitate cross-functional communication and coordination.

### **KEYS TO SUCCESS (THE MUST-HAVES)**

To be successful in this job, you will excel in these areas:

#### Hard skills:

- A minimum of 5-8 years of experience working as an assistant to executive leadership. Nonprofit experience is highly desirable, or any combination of education and experience equivalent to the above.
- Superior time and task management skills with the ability to set clear priorities.
- Ability to maintain the highest level of confidentiality and professionalism at all times.
- Proficiency with Microsoft Office Suite required. Database experience preferred.
- Experience reviewing contracts preferred.

#### Soft skills:

- Commitment to learning and sharing the ZFP mission and advancing a culture of inclusion in the organization and Zion.
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Collaborative, creative, and flexible.
- Highly independent, self-starter who displays initiative in taking on new projects as requested.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.
- Able to prioritize, quickly manage multiple projects, and meet multiple deadlines.

## WHAT ELSE YOU SHOULD KNOW

We value diversity among our staff. Zion Forever is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, exempt, benefit-eligible position located in southern Utah. Work will be in Springdale, UT, most days, with some remote work and occasional travel necessary. Housing is NOT available.

Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k) retirement plan, and discounts in our park stores.

## HOW TO APPLY

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability for the position to Elizabeth Fiala, HR Manager, Zion Forever Project, at [elizabeth.fiala@zionpark.org](mailto:elizabeth.fiala@zionpark.org). For questions, contact Elizabeth Fiala.