



## **Executive Assistant**

### **SEA Mission**

Sea Education Association (SEA), [www.sea.edu](http://www.sea.edu), is a global teaching, learning and research community dedicated to the exploration, understanding and stewardship of marine and maritime environments. SEA empowers students with life-changing sea voyages of scientific and cultural discovery, academic rigor and personal growth. Our SEA Semester program features an interdisciplinary curriculum and dynamic leadership-development experience – at sea aboard tall ships and on shore.

### **SEA Vision**

SEA educates and inspires ocean scholars, stewards and leaders. SEA fosters and enhances knowledge about the state of oceans and coastal communities. It also helps shape public dialogue and policy through long-term environmental research, global partnerships and the continued impact of our students, faculty, and alumni worldwide.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social, and intellectual diversity.

### **Job Summary**

Assist the President of SEA in administrative duties, and SEA's Director of Development by providing support in relevant development activities.

### **Primary Responsibilities**

- Perform administrative duties to assist the President in the efficient operation of President's office.
- Assist in all communications to trustees and overseers, and coordinate production of meeting materials.
- Arrange travel and reservations for the President.

- Schedule appointments (maintain calendar) and arrange meetings, reserving meeting rooms and coordinating time and attendees. Set up technological equipment needed for committee, board, and Senior Management meetings. Take minutes as needed.
- Monitor budget, payment of bills and expense reports for Director of Development and the President.
- Maintain files, and update records and reports for the Director of Development and the President on a timely basis.
- Support Alumni Relations, Annual Fund, and other fundraising activities including events, travel, mailings, and special projects on an as-needed basis.

#### **Other Duties**

- Perform other related tasks as required or as directed.
- Interact with donors when appropriate.

#### **Reporting relationships**

- Reports to the President and to the Director of Development.
- Works closely with: Associate Director of Development, Development Coordinator
- Frequent interaction with Trustees and Overseers

#### **Qualifications**

- Excellent office skills, strong interpersonal, organizational and communication skills.
- Minimum of three (3) years of administrative secretarial experience.
- Strong knowledge of Microsoft Office suite of applications including Word, Excel, Teams and Power Point. Some knowledge of fundraising database platforms, preferably Blackbaud Raiser's Edge. Proficient with Zoom.
- Excellent grammar and proofreading skills.
- Ability to work independently and concurrently on detail-oriented and confidential projects. Discretion required.
- Occasional weekend and evening work required.

Must have high school diploma or equivalent; some college preferred.

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the

equivalent combination of education, training, and experience required for the responsibilities of this position.

### **Benefits & Compensation**

The salary range for this position is \$40,000 - \$45,000, commensurate with experience.

SEA offers a full benefits package which includes health, dental, vision and life insurances; retirement plans; Aflac; flexible spending accounts; and generous vacation/sick/personal time and holidays.

**This is an on campus in person position in Woods Hole, MA.** SEA may provide a flexible work schedule.

### **How to apply**

Please send cover letter and resume to [ExecAsstSearch@sea.edu](mailto:ExecAsstSearch@sea.edu). Applications will be accepted until position is filled.