



Executive Assistant to the President and Board of Trustees

Job Posting

This is a 4-day work week position.

Please send cover letter and resume to ExecAsstSearch@sea.edu ONLY.

SEA Mission

Sea Education Association (SEA) 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. More information about SEA at www.sea.edu

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

Support the President and Board of Trustees by managing all administrative functions associated with Board and donor outreach and engagement as well as the smooth operations of the Office of the President of SEA at its Woods Hole campus.

Primary Responsibilities

Support the President

- Perform administrative duties to assist the President in the efficient operation of President's office: coordinate communications, meetings, and emails.
- Coordinate President's travel with Development Office.
- File documents, emails; update meeting reports for development files.
- Communicate with Faculty, Staff and Board on behalf of the President.
- Assist in all communications to Trustees and Members of the Corporation, and coordinate production of meeting materials.
- Maintain calendar for President and Board, sending notices and coordinating time and attendees for meetings. Set up technological equipment needed for committee, Board, and Senior Management meetings. Take minutes as needed.
- Coordinate expense reports for the President.

Support the Board of Trustees

- Schedule and coordinate quarterly Trustee meetings and semi-annual meetings of Trustees and Members of the Corporation. Schedule Trustee Committee meetings.
- Set up and maintain Board portal access, providing support and onboarding for Board members for access.
- Maintain Board Rosters by class year and committee; send communications to Board at the direction of the President and the Director of Development. Ensure timely updates to Development department.

Coordinate SEA events

- Annual Meeting in June
- Staff events such as holiday receptions, retreats, and others at the direction of the President

Other Duties

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

Reporting relationships

- Reports to the President
- Works closely with: Director of Development
- Frequent interaction with Trustees and Members of the Corporation

Qualifications

- Excellent office skills, strong interpersonal, organizational and communication skills.

- Minimum of three (3) years of administrative support experience.
- Strong command of Microsoft Office suite, including Word, Excel, Teams and Power Point plus Adobe. Some knowledge of fundraising database platforms, preferably Blackbaud Raiser's Edge. Proficient with Zoom and other video conferencing platforms.
- Excellent grammar and proofreading skills. Strong organizational and problem-solving skills.
- Ability to work independently and concurrently on detail-oriented and confidential projects. Discretion required.
- Education: BA or equivalent.

Benefits & Compensation

The salary range for this position is \$50,000 - \$55,000, commensurate with experience. SEA offers a full benefits package which includes health, dental, vision and life insurances; retirement plans; flexible spending accounts; and generous vacation/sick/personal time and holidays.

This is an on-campus, in-person, 4-day work week position in Woods Hole, MA. SEA may provide a flexible work schedule. In general, SEA's office hours of operation are 9 am to 5 pm Monday-Thursday; however, this position occasionally requires Friday or evening or weekend work.

How to apply

DO NOT APPLY through employment site or social media.

Please send cover letter and resume to ExecAsstSearch@sea.edu ONLY. Applications will be accepted until the position is filled.