



## **Executive Assistant**

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking an experienced individual to provide executive support in a one-on-one working relationship with the organization's President & CEO.

Bernheim is home to a 600-acre, Level IV accredited arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 300,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

The Executive Assistant serves as a strategic partner to the President & CEO, providing high-level administrative and operational support. This role is the primary point of contact for internal and external stakeholders and ensures the efficient functioning of the Office of the President & CEO. The Executive Assistant also acts as a liaison to the Board of Directors and senior leadership, coordinates executive communications and outreach, and manages special projects of organizational significance.

### **Essential Duties/Responsibilities**

- Manage and maintain the President & CEO's complex calendar, ensuring priorities are aligned and time is effectively utilized.
- Serve as a "gatekeeper" and "gateway," balancing access to the President & CEO while maintaining positive stakeholder relationships.
- Coordinate meetings, prepare agendas, compile briefing materials, and ensure timely follow-up on action items.
- Draft, proofread, and manage confidential correspondence and communications on behalf of the President & CEO.
- Process expense reports and maintain accurate administrative records.
- Act as a primary liaison between the President & CEO's office and internal departments, ensuring clear, consistent communication.
- Serve as the President & CEO's administrative liaison to the Board of Trustees, communicating directly with Board members, donors, staff, and external partners on behalf of the President & CEO as appropriate.
- Build and maintain strong relationships with key stakeholders to support organizational success.
- Coordinate Board and committee meetings, including scheduling, logistics, and material preparation.
- Ensure compliance with bylaws and governance requirements, including timely distribution of Board materials.
- Record and distribute accurate meeting minutes in a timely manner.
- Maintain Board records, files, and archives (electronic and physical).
- Uphold strict confidentiality in all Board-related matters.



- Lead and manage special projects with organizational impact, ensuring timely and successful completion.
- Coordinate executive outreach, travel planning, and cross-divisional initiatives.
- Assist in planning and executing senior leadership meetings, off-site events, and all-staff meetings.
- Participate as an adjunct member of the executive team when appropriate, including attending meetings and supporting follow-up actions.
- Anticipate needs, proactively solve problems, and manage competing priorities with sound judgment.
- Performs other related duties as necessary.

### **Experience and Expectations**

- Bachelor's degree preferred, or equivalent combination of education and relevant experience.
- 5–10 years of experience supporting C-level executives, preferably within a nonprofit or mission-driven organization.
- Advanced proficiency in Microsoft Office Suite (including PowerPoint for creating professional slide decks and presentations) and Adobe Acrobat.
- Exceptional ability to manage multiple priorities with strong attention to detail.
- Superior written and verbal communication abilities.
- Strong interpersonal skills with the ability to build trust and credibility with diverse stakeholders.
- Proven ability to handle sensitive information with the highest level of confidentiality.
- Resourceful, proactive, and solutions oriented.
- Comfortable working in a fast-paced, dynamic, and mission-driven environment.
- Highly self-directed while also functioning effectively as part of a team.
- Ability to manage shifting priorities and deadlines with professionalism and composure.
- Willingness to support occasional evening or off-site meetings, including Board-related activities.

### **To apply and for more information**

Please send all inquiries and resumes to: [HR@bernheim.org](mailto:HR@bernheim.org).

This full-time, salaried position reports to the President & CEO.

Pay range: \$55,000-\$65,000.

Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) match benefit and paid sick, holiday and vacation leave.

Bernheim Forest and Arboretum is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.