



POSITION DESCRIPTION:

Board Liaison and Executive Assistant

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

The Board Liaison and Executive Assistant reports to the Vice President of Development and the Co-Founder, and works closely with staff to coordinate activities related to Board of Directors correspondence, scheduling, and coordinating three annual full-Board meetings as well as multiple Board committee meetings throughout the year.

Responsibilities Include

- Provide general administrative support to the Co-Founder and the VP of Development
- Manage calendars, coordinate meetings, appointments, conference calls, itineraries, and travel
- Research, compile, draft, edit, and proofread, correspondence, documents, presentations, proposals and reports
- Coordinate materials to ensure the Co-Founder and VP of Development are prepped for meetings
- Manage the comprehensive calendar of Board and committee meetings
- Secure locations, coordinate catering, and compile all materials for three annual Board meetings and multiple committee meetings
- Maintain Board and committee roster and contact lists
- Take meeting minutes
- Monitor annual Board member contributions in partnership with the VP of Development
- Provide miscellaneous administrative and logistical support, as needed

Qualifications

Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once. The ability to interact with staff and Board in a fast paced environment, under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. A high level of computer and Internet literacy, including experience with *The Raiser's Edge* and Microsoft *Word*, *Excel*, and *Outlook*, as well as an aptitude for mastering new computer applications, is essential. Bachelor's degree and 2 - 3 years relevant experience required.

To Apply

Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.