



POSITION ANNOUNCEMENT: EXECUTIVE COORDINATOR OF SUPPORT SERVICES

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of the Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

The Grand Canyon Conservancy seeks an Executive Coordinator to manage daily administrative tasks, support events and meetings, and provide high-level assistance to GCC executives. The Executive Coordinator is expected to be proactive, resourceful, and capable of handling a diverse range of responsibilities in a hybrid work environment. Strong communication and interpersonal skills are essential, as the Executive Coordinator serves as a representative of the organization and interacts with various stakeholders.

The Executive Coordinator is a full-time, non-exempt, benefit-eligible position that reports to the Chief of Staff. This position is on-site and located at Grand Canyon South Rim. There is rental housing available for this position as the position is housing-eligible.

PRIMARY RESPONSIBILITIES

Serve as the primary administrative point of contact at our South Rim office. Manage projects as assigned, anticipate project needs, discern work priorities, and meet deadlines with little supervision.

ADMINISTRATIVE ACTIVITIES

- Perform a wide variety of administrative tasks professionally and confidentially; this includes greeting visitors, answering phones, correspondence, copying, scanning, and mailing
- Manage GCC's phone lines and email inboxes to ensure all inquiries receive a prompt response
- Sort and open GCC mail, directing it to the appropriate department; scan and record as needed
- Handle check recording, change orders, cash deposits, and donation box pickup
- Manage office supplies and serve as the contact person for the Tonto office
- Maintain an updated inventory of GCC's Art Collection
- Manage the ordering and distribution of GCC logowear

EXECUTIVE SUPPORT

- Assist with the coordination of special projects that support the strategic direction of GCC
- Facilitate RFP processes for strategic initiatives across the organization
- Assist with the coordination of internal communications to strengthen organizational culture
- Facilitate the administration of non-profit state registrations
- Review and revise internal forms, policies, and documents for accuracy, consistency, and efficiency
- Prepare invoices, receipts, and expense reports for processing by the Accounting Department
- Serve as the Administrator for the GCC SharePoint Communications page, ensuring it is current, reflects GCC's core values, and serves as a relevant and valuable platform for employees

EVENT SUPPORT

- Assist the Event Planner with the planning and execution of GCC events, including unique donor experiences and events, VIP trips, and tours
- Oversee the planning and execution of virtual GCC events

- Provide general meeting support for internal meetings, including facilities and meal reservations
- Manage GCC's Short Term Housing request and reservation process
- Assist with Residency program event needs, including scheduling, coordination, and onsite execution

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, communications, or related field, *or* three to five years of experience in office administration or executive support role
- Demonstrated intermediate to advanced proficiency with Microsoft Office and Microsoft Outlook applications, including mail merges, database applications, email, and web searches
- Must be 18 years of age and possess a valid driver's license

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Experience working with a variety of stakeholders, particularly executive-level management
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Ability to multitask and prioritize tasks effectively
- Demonstrated ability to handle confidential information with discretion
- Detail-oriented and proactive problem-solving skills
- Ability to work with minimal supervision and as part of a team of highly enthusiastic, dedicated people
- Experience in special event planning and execution
- Personal qualities of integrity, adaptability, resilience, and empathy
- Passion for promoting and maintaining a positive work environment
- Willing to occasionally work evenings and weekends as required

GCC CORE VALUES

GCC has identified four core values representing how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the "awe" of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

PHYSICAL DEMANDS

- This position is primarily sedentary office work requiring long periods at a desk performing repetitive tasks such as typing and data entry
- Ability to walk outdoors periodically up to four miles and travel to GCC events
- Ability to lift up to 25 pounds on occasion
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and for special functions

TOTAL COMPENSATION

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, Canyon Experience Days, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability, and life insurance, employer-paid 401(k) retirement plan, and discounts in our retail stores and Grand Canyon Conservancy Field Institute offerings. The hiring salary range for the position is \$19.56 to \$22.07 per hour.

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>
We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**