

Future Generations University



PRESIDENT'S OFFICE POSITION:

Executive Assistant, Special Projects and Partnerships

Please join us as we begin the next chapter of Future Generations University!

[Welcome letter from the new president and CEO, Jayne Engle.](#)

We are looking for a candidate to play a key role in the president's office as executive assistant, special projects and partnerships. The person hired will work closely with the president and the development coordinator, who will share some of the executive assistant functions.

About Future Generations University:
Together with a world-circling

community of partner organizations, Future Generations University gathers practitioners, students, academics, and community leaders in service of well-being for communities and planet. Our mission is to advance research, learning, and action towards inclusive and sustainable community change worldwide. Headquartered in the heart of the Appalachian Bioregion, our scenic hub is located on top of North Fork Mountain near Franklin, West Virginia, at the headwaters of the Potomac River. Our campuses are communities and bioregions around the world where our students and alumni call home. Learn more: future.edu.



**Roles:**

- Manage the daily operations of the president's office including scheduling, meetings coordination, project management, engaging with partners, and ensuring the smooth operations of the executive office.
- Provide administrative support for board and cabinet meetings and other events and meetings as needed.
- Assist the president with partnership development, reporting, and grants development - drafting, proofreading and editing.
- Conduct research as needed.
- Work with other staff to ensure that the office of the president operates smoothly when taking vacation or other time away; work with administrative staff to ensure that phones are always covered.
- Obtain and maintain expertise on and administer the J-1 VISA process, serving as the state department approved Alternative Responsible Officer, if requested.
- Develop, design and implement special projects and new partnerships, together with the president and other team members as appropriate.

Capabilities and qualifications:

- Minimum five years professional work experience with strong skills and experience in at least two of the following areas: strategic design, social finance, Indigenous engagement, social innovation, community development, higher education, executive office management.
- Excellent skills with a range of office software and tech tools.
- Excellent written and verbal communication, organizational, and project management skills.
- Demonstrated ability to manage multiple projects simultaneously.
- Strong creative and analytical skills and attention to detail, and a commitment to complete tasks and follow-through.
- Energetic, growth mindset, well-organized, and capable of functioning effectively in an independent environment and on a team.
- Reliable and dependable hard worker with curiosity and problem-solving skills.
- Ability to attend and assist in hosting events presented by the president and/or the University.
- Must have and maintain a valid driver's license that authorizes driving within the United States.

All team members are expected to bring a positive mindset to teamwork, be self-driven, have effective time management, and bring dedicated drive and passion to their work. We invite creative and bold thinking and are highly motivated to contribute to positive social change.

Location and hours:

The successful candidate will be invited to work Monday through Friday in our mountain headquarters' office (outside Franklin, West Virginia) from 9:00 am to 5:00 pm with an occasional need to work irregular hours and/or weekends. We will also consider a hybrid work arrangement for candidates who live within a three-hour driving radius of Franklin, such as in Washington DC. If hybrid, the candidate would need to be available to spend 1-2 weeks per month in person at HQ.

Physical Demands:

This position requires limited travel, ability to drive a car (with a valid license), is physically demanding requiring the ability to walk unaided up and down hills and over uneven terrain; bend, stoop, reach above head; fine and gross motor skills, and work in close quarters. The employee must have normal visual acuity at near and far distance with correction and hear spoken words with correction. Must be fluent in English. While performing the duties of this position, employee is required to sit and work at a computer. The employee is frequently

required to use hands to finger, handle, touch objects, tools or controls and to talk fluently. The employee must occasionally lift or move heavy objects (up to fifty pounds).

Equal Opportunity Statement

Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity or genetics. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Information about Future Generations University is available on our website www.Future.Edu

The salary range for this position is \$38K-50K per year, plus benefits. Actual salary will be commensurate with the experience, skills and qualifications that the candidate brings to the position. Interested candidates should send a letter of motivation, three professional references and CV/Resume to people@future.edu.

