



**Executive Assistant for Conservation Financing**  
**Yellowstone to Yukon Conservation Initiative**

January 2024

# Organizational Profile

## About the Organization

Yellowstone to Yukon Conservation Initiative (Y2Y) is a collaborative effort with a U.S. as well as Canadian not-for-profit organization that together connects and protects habitat from Yellowstone to the Yukon so people and nature can thrive. Yellowstone to Yukon takes a scientific and collaborative approach to conservation, and highlights and focuses on local issues that affect the region.

Y2Y has partnered with over 700 scientists, conservation groups, landowners, government agencies, Indigenous governments and communities and businesses to stitch together this landscape. Without a unified vision for this deeply interconnected landscape, local conservation efforts may be isolated and less effective. Y2Y seeks to ensure conservation efforts are aligned in support of largescale objectives, and therefore become continentally significant. Today, Y2Y is recognized as one of the planet's leading mountain conservation initiatives. For more information, please visit [y2y.net](http://y2y.net)

## Position Description

Yellowstone to Yukon is seeking an experienced part-time senior administrative professional ideally to be based out of Canmore or Banff Alberta as their next Executive Assistant for Conservation Financing and support an innovative global conservation finance policy project. This individual will report directly to the President and Chief Scientist and liaise with the senior project advisor and will assume primary administrative responsibilities for the Global Conservation Financing program. This role is grant-funded for a 3-year term.

## Responsibilities

### **Support Schedule and Calendar for leads and external partners**

- Help coordinate and schedule meetings and calls for project leads.
- Keep up-to-date calendaring for all meetings, calls, and travel.
- Confirm appointments/meetings with attendees ahead of time. Provide project leads with weekly summary of appointments and meetings if needed.
- Review external websites for relevant global meetings regularly and report relevant meetings to project leads.

### **Support Trip and Meeting Organization**

- Book venues, ordering catering, manage invitation process and attendee correspondence, distribute the agenda, materials, and participant lists.
- Review logistical documents for meetings project leads are scheduled to attend. Scan and support delivering important meeting information and requirements.
- Help prepare project leads and other external partners for trips. This could include booking flights, hotels, transport, securing visas, printing travel documentation and compiling itineraries.

- Prepare records of trip and other expenses such as meeting hosting as required by the senior project advisor
- Submit invoices and receipts for reimbursement when required following Y2Y requirements.

### **Communication**

- As needed, take notes during online and sometimes in-person meetings.
- As required, utilize social media to share communications or amplify messaging.
- Liaison with Y2Y marketing and communication to amplify messaging from the project.

### **Research Assistance**

- Monitor local and international conservation news including social media for relevant news pertaining to the project. Compile a weekly news briefing.
- Compile information and data on various topics as required by the project leads.

### **Miscellaneous**

- Provide technical support as needed (ex: install software, update computers, set up technology for meetings, etc.)
- Complete design and printing work as required (ex: invitations, posters, business cards, maps, other materials.)
- Store documents and files as required by the project leads.
- Assist in similar capacities for other Y2Y projects as time permits.

## **Candidate Profile**

This is a position for a person with mature skills in executive support who enjoys playing that role in a team. The successful candidate will have these attributes:

- A minimum of 5 years as an administrative or legal assistant supporting senior leadership staff including organizing complex meetings and travel.
- Understands the importance of discretion and confidentiality.
- Excellent oral and written communication skills.
- Experience in tracking, recording, and submitting expenses.
- Experience in supporting document and material preparation.
- Strong organizational abilities and managing multiple projects.
- Proficiency using office software like Microsoft Office Suite and Excel.
- Demonstrated commitment to diversity, equity, and inclusion through continuous development, modelling inclusive behaviours, and proactively managing bias.
- Ability and interest to travel as needed.
- As a team member, support the project facilitating communication with between leads and with external project members.
- Passion for conservation of nature.

## Terms of Employment

- The preferred location of the successful candidate is in Canmore or Banff, Alberta.
- This is a part time position (20 hours/week).
- Salary is commensurate with experience, ranging from \$33 to \$35 per hour.
- The position is funded by a grant for a 3-year term.

## Additional Information & To Apply

At Y2Y we value diversity — in backgrounds and in experience, and we need people from all backgrounds to help achieve our mission of connecting and protecting habitat from Yellowstone to Yukon so people and nature can thrive. Y2Y's team is empathetic, caring, and supportive. We are intentional about the team and culture that we are building, seeking team members that are not only strong in their own aptitudes but care deeply about supporting each other's growth.

Y2Y is an equal opportunity employer and committed to diversity, equity, and inclusion in our workplace and in science, conservation, and society. We strongly encourage applications from members of groups that are underrepresented and/or excluded from these sectors, including but not limited to Black, Indigenous, and people of colour, people with disabilities, and members of the LGBTQ+ community. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.

**To explore this opportunity further, please send a cover letter and resume to [careers@y2y.net](mailto:careers@y2y.net).**

Short, preliminary interviews may be held via conference call or Zoom. If you anticipate needing accommodations for any part of the application or interview process you may contact in confidence, Robyn Barton, HR Consultant at [robyn@y2y.net](mailto:robyn@y2y.net).