



Position: **Executive Assistant**

Employment Type: Full Time

Dates of Employment: TBD

Location: Hybrid, Tampa Bay, Florida, USA

ABOUT WILDPATH

Wildpath tells the stories of wide-ranging wildlife, and the habitats they connect, to inspire the public policies and movements needed to restore balance to our planet. Wildpath is currently leading storytelling and policy campaigns to protect wildlife corridors in Florida and the Gulf of Mexico. We are working to scale this model to the rest of the country and beyond.

Wildpath was founded by Carlton Ward Jr., a conservation photographer and National Geographic Explorer who created the bipartisan movement to name and protect the 18-million-acre Florida Wildlife Corridor. An eighth-generation Floridian with decades of experience launching and funding not-for-profit organizations, Carlton and his team aim to build a sustainable business infrastructure that can support multiple storytelling and policy campaigns at the same time.

JOB DESCRIPTION

Wildpath is seeking a highly organized and dynamic Executive Assistant to provide comprehensive support to our Founder and CEO. This role is pivotal in facilitating the Founder's ability to effectively lead the company. The ideal candidate will be a skilled multi-tasker with a passion for conservation and communications. You will handle a wide range of administrative and communications tasks, manage bookings for public appearances, and play a crucial role in personal content creation and brand management.

Key Responsibilities:

1. Executive Support:
 - Oversee the Founder's calendar, including scheduling meetings, appointments, and prioritizing the most sensitive matters
 - Manage all incoming and outgoing correspondence, including emails, phone calls, and mail/shipments
 - Take meeting minutes, track action items, and follow up on outstanding tasks
 - Manage expenses, reimbursements, and budget tracking for the Founder
 - Organize all aspects of travel and accommodations for the Founder
 - Manage communication with donors, including preparation of tax acknowledgment letters, thank you correspondence, and the Founder's outreach schedule



- Manage Wildpath's donor and supporter database
- Help prepare the Founder for prospective donor meetings
- Help manage donor field trips and special events
- Manage logistics for appearances, including travel arrangements and material preparations
- Handle miscellaneous administrative tasks as they arise, providing proactive support to streamline operations
- Assist with personal tasks and errands as requested by the Founder

2. Social Media Support:

- Support the Founder's personal social media channels, ensuring content aligns with both personal and company values
- Coordinate the production of newsletter content, including topic selection and distribution
- Build and maintain relationships with influencers, celebrities, athletes, and other key stakeholders to foster partnerships that enhance the Founder's personal brand and the organization's brand

Requirements:

- Proven experience as an Executive Assistant or similar administrative role
- Exceptional organizational and time management skills
- Excellent written and verbal communication abilities
- Strong communication and interpersonal skills
- Knowledge of Microsoft Word, Outlook, Excel, and Teams, with the ability to learn additional programs as needed
- Experience scheduling and managing Zoom meetings and events
- Ability to work collaboratively across teams
- Strong knowledge of social media platforms and content management
- Ability to handle confidential information with discretion
- Willingness to travel and flexibility in work schedule
- Interest in conservation and storytelling, and commitment to Wildpath's mission

Preferred Qualifications:

- Bachelor's degree in Business Administration, Communications, or related field, or the equivalent experience
- 5+ years experience supporting leaders with high touch relationships
- Proficiency in digital content creation and brand management



Benefits:

- Competitive salary; health insurance stipend
- Opportunity to work in a mission-driven organization focused on conservation and storytelling
- Dynamic work environment with potential for growth

Compensation: \$50k – \$70k per year

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and references to Lisa Baylor at lisa@wildpath.com. Please highlight your experience with administrative support, content management, and relationship building in your application. Applications will be considered upon receipt.

Wildpath is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates from diverse backgrounds to apply and join our conservation and storytelling mission.