



JOB OPENING

Executive Assistant (Part-Time)

Park Foundation Inc.

Ithaca, NY

Park Foundation seeks nominations and applications for the position of Executive Assistant. The Executive Assistant provides high-level administrative and operational support to the Executive Director supporting seamless coordination of priorities, communications, and activities across the Foundation. Serving as a trusted member of the team, this role manages complex scheduling, prepares materials for meetings and presentations, supports special initiatives, and handles sensitive information with the highest degree of discretion and professionalism. This role reports directly to the Executive Director.

We strongly encourage applications from individuals with lived experience related to our programs, as well as people of color, persons with disabilities, women, and LGBTQ+ individuals.

About Park Foundation

Park Foundation is a family foundation dedicated to advancing a more just, equitable and sustainable society and environment, both nationally and in our local Ithaca community. We are principled, strategic and fearless in our grantmaking, collaborative with our partners, and nimble and innovative in our approach. We are committed to challenging the powers that threaten an independent media, a robust democracy, and the future of our planet. Park Foundation was formed in 1966 with an original focus on education and grant-making in communities where Park Communications had interests. The Staff includes 8 team members and there are three local priority areas and five national programs that reflect the mission of the Park Foundation. These priorities include national grantmaking programs in Media, Environment, Civic Participation, Democracy, Animal Welfare and local support for Community Needs, Sustainable Ithaca and School Food and Nutrition.

Position Summary

The Executive Assistant supports the Executive Director on day-to-day needs and helps manage their daily priorities and schedule. The role also serves the leadership of the Foundation including providing travel support to Trustees under supervision of the

Executive Director. This position requires working closely with colleagues across the organization to ensure that key commitments and deliverables are met. This position requires strong judgment, proactive problem-solving, and the ability to anticipate needs in a fast-paced, mission-driven environment.

Key Responsibilities

- Manage the Executive Director's calendar, scheduling, and travel logistics to ensure effective time management and meeting readiness.
- Coordinate Personnel, Governance, and Investment Committee meetings, including agendas, materials, and follow-up actions.
- Draft, edit, and format correspondence, presentations, and reports for senior leadership and the Board of Trustees.
- Maintain organized records, process expenses, and manage vendor documentation to support smooth operations.
- Anticipate needs, identify potential challenges, and resolve last-minute issues efficiently and calmly.
- Support the Executive Director in coordinating Board communications, cross-departmental initiatives, and organizational projects.
- Build strong working relationships with administrators and staff to enhance collaboration.
- Exercise discretion and sound judgment when handling confidential information.
- Assist with special projects as assigned, including process improvements, events, and internal communications.

Qualifications, Competencies & Skill Sets

- At least 3 years of executive-level administrative experience supporting a senior leader, preferably in a mission-driven organization.
- Strong ability to manage multiple priorities, anticipate needs, and exercise sound judgment.
- Excellent organizational and project management skills, with a high level of attention to detail and quality.
- Proven discretion and professionalism in handling sensitive and confidential matters.
- Clear, effective communicator who builds collaborative relationships across all levels.
- Proactive, solutions-oriented thinker who drives practical, effective responses.
- Proficiency with Microsoft Office Suite and collaboration tools.
- Commitment to the Foundation's mission and values.

Additional Requirements

Willingness to work additional hours if needed during peak periods. Some travel may be

required.

Salary & Benefits

This position will be a non-exempt, part-time (estimated to be approximately 21 hours per week) with the potential to become full-time in future years. The targeted starting pay range for this position is \$35-\$50 per hour, depending on experience. Park Foundation offers an extensive and generous benefits package including health insurance, paid time off, and 401(k) retirement plan with an employer contribution match.

Working with Park Foundation

We believe that diversity is critical to our mission, and we value an inclusive culture. We strongly encourage applications from people with lived experiences related to our programs and applications from people of color, persons with disabilities, women, and LGBTQ+ individuals. Park Foundation is an equal opportunity employer; we do not discriminate in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation.

The Foundation is based in Ithaca, NY. This position could be remote with some travel to Ithaca or based in Ithaca. Park Foundation is currently operating in a hybrid work model.

Interested applicants should send a cover letter and resume addressed to Rachel Leon, Executive Director and email it to: assistant@parkfoundation.org by April 10, 2026. Please note in the subject line the role for which you are applying.