

Shield Ranch Executive Assistant

The Executive Assistant supports the senior leadership of a diverse family business and philanthropic enterprise and will report to the President and CEO of the Shield Ranch. The Shield Ranch is a 6,800-acre ranch and protected wildland near Austin, Texas. The ranch is owned by the Ayres and Bowen families of Austin and San Antonio. The family also owns and operates the Cherry Canyon Ranch in Jeff Davis County and the Camp Wood Ranch in Real County. All three properties are managed from their Austin office. The Shield Ranch Foundation conducts outdoor and educational programs on the Shield Ranch, including El Ranchito Summer Camp (www.elranchito.org). The Shield-Ayres Foundation, established in 1977, is a grantmaking foundation supporting nonprofits in central Texas and beyond (www.shield-ayresfoundation.org). The Ayres family has been recognized locally and nationally for its commitment to conservation, land stewardship, and philanthropy.

Responsibilities

- High level executive support for CEO
 - Create and develop visual presentations
 - Conduct research and prepare reports on a topics relevant to the organization
 - Draft correspondence
 - Manage calendar
 - Schedule and organize meetings, travel, and conferences
 - Track progress on projects and deadlines
 - Monitor and manage email, draft reply emails, follow up by phone as necessary
 - Organize and maintain digital files (some paper files)
 - Greet visitors and determine access to individuals
- Administrative support for three additional family members
- Administrative support for Senior Leadership Team
 - Prepare agendas for team meetings
 - Record and communicate decisions and team commitments
 - Maintain digital files
 - Prepare agendas, meeting books and visual presentations for family meetings
- Administrative support for Shield-Ayres Foundation and Shield Ranch Foundation
 - Prepare agendas and meeting materials
 - Record minutes
 - Maintain digital files
- Perform general office duties (to end when our two offices are consolidated (fall 2018 or winter of 2019))
 - Answer phone
 - Order supplies
 - Provide hospitality for meetings
- Other duties as assigned

Experience

- BA or Associate's degree
- Minimum 5 years' experience as executive assistant in business and/or non-profit office environments
- Demonstrated interest and knowledge in two or more of the following areas: real estate, ranching/agriculture, land conservation, legal matters, business administration, non-profit organizations

Requirements & Competencies

- Excellent interpersonal skills
- Ability to work independently and as a member of a team
- Sound judgement
- Ability to handle sensitive matters with discretion
- Highly organized with strong time management skills
- Ability to prioritize, multitask, and meet competing deadlines
- Exceptional attention to detail
- Excellent oral and written communication skills
- Advanced technology skills (Word, Excel, Power Point, Outlook, phone systems and virtual meeting technologies)
- Some weekend and evening hours required

Start Date—March 1, 2018

Office Location

3101 Bee Caves Road, Suite 260
Austin, TX 78746

We plan to consolidate our two offices in the Bee Caves area in 2018 or early 2019.

Qualified applicants should send a resume and cover letter to info@shieldranch.com.