



EXECUTIVE ASSISTANT

Born Free USA is a global wildlife protection and conservation nonprofit organization that envisions a co-existent future in which humans no longer exploit wild animals. It is guided in its work by a commitment to be an inclusive institution that values individuals, innovative thinking, shared community, and work-life balance.

Position Overview

Born Free USA is seeking a dynamic person to assist the CEO. This is a newly added and remote-friendly position that presents an exciting opportunity to help propel the organization's strategic growth. It is a multi-faceted role involving executive assistance, board of directors relations, project management, and nonprofit administration. The successful candidate will have a commitment to wildlife protection, excellent administrative skills, and a desire to aid in the success of the CEO and the organization.

Primary Responsibilities

- Provide a range of general administrative support to the CEO such as calendar management, coordinating travel, and handling correspondence.
- Organize Board of Directors and committee meetings including scheduling, document preparation, logistics, and taking minutes.
- Handle administrative aspects of onboarding new employees, benefits administration, and maintaining personnel files.
- Prepare monthly and ad-hoc financial reports.
- Maintain various company documents and records.
- Assist in development of operational policies and procedures.
- Manage business operational matters such as state registrations and licensing renewals.
- Provide occasional support to fundraising and advocacy events and senior leadership.

Desired Qualifications

- A commitment to animal welfare and conservation.
- Proficiency in MS Office Suite with ability to become familiar with new platforms.
- Excellent communication and interpersonal skills.
- Project management experience and working knowledge of tools like Monday.com.
- Ability to thrive in a remote work environment.
- Collaborative, team-oriented mindset.
- Trustworthy and a keen sense of confidentiality.
- Ability to research, synthesize, and present information.
- Experience in nonprofit administration, operations, and/or human resources a plus.
- Must be authorized to work in the United States.

Working with Born Free

- All team members have a dedication to the welfare of animals and a passion for making the world a better place. This is our purpose, regardless of position.
- We have a collaborative environment that listens to and embraces the input and knowledge of individuals to achieve our shared goals.
- Our work culture is one in which we discuss and agree on priorities, needs, and direction, and then individuals are empowered to independently deliver within their roles.
- We strive for a workplace that provides a physically and mentally safe, positive, and productive work environment.
- Work/life balance is supported and modeled throughout the organization, including by senior leadership. Taking restful and uninterrupted time off is encouraged!
- We have a small office in the Washington DC area but are predominately remote with team members across the country, including a large contingent in south Texas at our primate sanctuary, and in Europe.

Hours and Location

- This is a full-time, 40 hours/week, position with regular hours of Monday-Friday from 9:00am-5:00pm Central Time.
- This is mainly a remote position. Candidates will be considered regardless of location (within the United States), but preference will be given to those in the Chicago area who will be able to meet in person with the CEO once a week. If located in the Washington DC area, 1-2 days per week in the downtown Silver Spring, MD office will be expected.
- Ability to travel is required for events such as board meetings or staff retreats, expected to be 1-3 trips per year.

Salary and Benefits

- Salary range is \$40,000-\$50,000 per year depending on experience.
- Born Free USA offers a full benefits package that includes paid time off (including vacation, sick leave, flex days, holidays, and paid family leave); health insurance; and a 401K program with employer match.

Hiring Process

- Please send a resume and cover letter to HR@bornfreeusa.org.
- Cover letters are required and should address your interest and/or experience in animal welfare as well as job-specific qualifications. Please do not use AI to generate your letter.
- We expect two rounds of interviews. First interview will be virtual with CEO and a member of senior leadership. Second/final interview will be with CEO and may be in person.
- The position is available to be filled immediately.