

Executive Assistant to the President & CEO

The Detroit RiverFront Conservancy is seeking a candidate with 5+ years experience to provide administrative and planning support to the President & CEO. Responsibilities include scheduling and coordinating meetings; preparing briefing and presentation materials; and support for the overall efficiency and effectiveness of the Executive Office. The successful candidate should have an undergraduate degree or equivalent, relevant experience, excellent communication and writing skills, strong technology skills, and references. This is a full-time position with benefits reporting directly to the President & CEO. Send resumes and a cover letter to **careers@detroitriverfront.org**. No phone calls please. The Detroit Riverfront Conservancy is an equal opportunity employer.