



Executive Assistant

Applications Due: August 3, 2026 at 5:00 PM

Posted on 7/09/2026

Apply Here: <https://bit.ly/3TqmgHA>

The Santa Clara Valley Open Space Authority seeks an Executive Assistant to provide critical support to the General Manager, Assistant General Manager of Conservation, Planning and Communications, and the Assistant General Manager of Administrative and Field Operations, so they are able to focus on strategic initiatives that move the agency forward and delivering on the Authority's mission.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

The Ideal Candidate

The Authority is looking for an experienced Executive Assistant with a high level of responsibility, discretion and discernment. The primary focus of the work will be to optimize the use of the General Manager and Assistant General Managers' time through strategic calendar management. Work with internal staff and external partners to coordinate multi-agency in-person and virtual meetings, including the coordination of technology and facility needs. Meetings are arranged for maximum effectiveness and participants are fully informed before the meeting through accurate and timely meeting documentation and communication.

We need you to bring expert skills with Microsoft O365, primarily Outlook, Teams, and Word and a proven track record of building rapport and effective relationships with internal staff and external partners and stakeholders. In this critical role you will be trusted with confidential information and need to bring a high level of integrity to everything that you do.

While the primary focus of the role is to provide critical support related to scheduling, additional responsibilities include processing purchase orders and expense claims, creating and editing documents and presentations, and relaying communications on behalf of the General Manager, Assistant General Manager of Conservation, Planning and Communications and the Assistant General Manager of Administrative and Field Operations.

Qualifications

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to an Associate's degree from an accredited college or university with major coursework in business, public administration, or a related field; and
- 5 Years of responsible experience assisting executive management or a high-level official in the government or non-profit sector;
- Expert calendar management and use of Microsoft Outlook;
- Proficient with Microsoft Office 365 Suite;
- Ability to learn new software such as the Authority's ERP system;
- Conduct business activities with discretion and discernment.

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if

your experience is non-typical or if you are not sure you meet every one of the qualifications described.

Compensation & Benefits

The salary range for this full-time, non-exempt position is \$44.66 - \$54.28 per hour. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits. The Authority supports a hybrid work place and this position may be afforded opportunities for remote work.

Application and Selection

All application materials must be received prior to August 3, 2026, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team.

Go here to apply for the job: <https://bit.ly/3TqmgHA>

Workplace Culture Santa Clara Valley Open Space Authority

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.