



**OUTWARD
BOUND USA**

Position Title: Board Relations and Executive Support Associate

Location: Remote/Home Office

Reports To: Executive Director

FLSA: Non-Exempt

Date Updated: March 30, 2021

JOB DESCRIPTION

Organizational Overview

Outward Bound (OB) is a national non-profit educational organization in the United States. Operating for almost 60 years in the U.S, OB is dedicated to providing access and opportunity for every student to lead a life of purpose and compassion. Outward Bound’s educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning and development. Outward Bound in the US has more than 1,000,000 alumni and serves more than 45,000 young people and adults each year from communities across the United States. At Outward Bound, we strive to provide educational experiences that are inclusive and relevant for all participants and are committed to organizational improvement in support of an equitable and just society.

Position Impact

Outward Bound in the U.S. is a network comprised of 11 Regional Schools and two centralized support/governance organizations – Outward Bound USA (OBUSA) and the Outward Bound Services Group (OBSG). Outward Bound USA is the chartering/governance organization that provides oversight and key support services for the regional Outward Bound Schools in the U.S., including brand management, safety, risk management and scholarship support.

The Board Relations and Executive Support Associate is responsible for developing strong board and executive level relationships, maintaining a clear and consistent focus on goals and objectives, ensuring strong proactive communication, and providing support and leadership as needed.

The Board Relations and Executive Support Associate works closely with the Executive Director, Board of Directors, Operations Director, and other key members of the OBUSA team.

Functions and Responsibilities

Board of Directors

- Act as a liaison to the Board of Directors and Trustees
- Plan, organize, and attend Board and executive meetings and events
 - Prepare materials, secure accommodations and transportation, plan catering and organize related details
 - Record meeting minutes, notes, and/or action items
- Establish and maintain a rapport with the OBUSA Board. Support engagement of Board members.
 - Help develop an inclusive and welcoming environment for all Board Members
 - Support and work closely with Board Committees as needed
 - Serve as primary staff support to the Governance Committee supporting and driving all committee work
- Develop and send notices and updates regarding news in the greater OB community (e.g. important events, announcements, passing of significant OB figures, etc.)

Executive Director

- Works closely with the Executive Director to coordinate and support the Board of Directors
- Schedule meetings, and as needed, help coordinate the Executive Director’s schedule
- Arranges travel and accommodations
- Develops and distributes written communications, as directed

Operations Support

- Work with schools to develop and maintain contact list of all FT staff across the 11 Regional Schools, OBUSA and OBSG.

	<ul style="list-style-type: none"> • Manages payroll time sheet process, including development of annual schedule, bi-monthly distribution of timesheets, paid time off (PTO) tracking and holidays. • Manage national Award processes annually (e.g. Kurt Hahn, Josh Miner, McGrory/Safety, etc.) • Support initial phases of OBUSA hiring processes, including screening resumes, responding to candidates, and onboarding. • Support OBUSA staff team calls, help organize annual staff recognitions, maintain staff computer inventory lists and additional support as needed. <p><u>General</u></p> <ul style="list-style-type: none"> • Handle sensitive and confidential business matters • Coordinate projects, perform additional tasks, and participate in special projects as directed • Edit and compose grammatically correct letters, email, and other correspondence
Qualifications	<ul style="list-style-type: none"> • Able to foster a welcoming and inclusive environment with all Board members and staff • Strives to develop Board and staff onboarding processes that promote inclusion for all; works to build processes to address a variety needs and styles • Exceptional communication skills, both verbal and written • Displays superb interpersonal skills and the versatility to form productive relationships with Board members, constituents, and staff, at all levels of the organization • Demonstrates attention to detail and displays excellent follow-through • Can quickly analyze and resolve problems; demonstrates creativity • Displays talent for anticipating needs and proactively responding to them. Possesses critical thinking skills. • Shows discretion when dealing with sensitive and confidential matters • Capacity to pro-actively manage workload while working in an autonomous environment • Has exceptional project management skills • Is willing to work beyond normal work hours including evenings and weekends to meet deadlines and support events • Is able to travel to events and meetings as required • Is proficient in Microsoft Word, Excel, PowerPoint, and Outlook
Location and Physical Requirements	<ul style="list-style-type: none"> • A successful candidate will work remotely, combined with necessary travel for meetings with the OBUSA Board and Staff as needed (e.g. 3-4 in person meetings per year) • Ability to work at a desk and on a computer for most of the day
Compensation & Benefits	<ul style="list-style-type: none"> • This is a full-time position with a competitive benefits package, including health/dental/vision insurance, paid time-off, short-term disability, long term disability and a 403(b) plan. • Hiring range - \$55,000 to \$62,000 depending on experience
To Apply	<ul style="list-style-type: none"> • Please send a resume and letter of interest to jobs@outwardbound.org • Application deadline is April 21, 2021

Outward Bound USA (OBUSA) is an equal opportunity employer and works to include diversity among its staff. OBUSA values the inclusion and collaboration among employees of diverse backgrounds and experiences. OBUSA prohibits discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law. Outward Bound USA also promotes respect for all people, and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.

As we strive to reflect the communities we serve, people of color are strongly encouraged to apply.