



JOB DESCRIPTION

Position Title	Senior Executive Assistant and HR Coordination
Reports to:	Executive Chair
Date:	August 2026

1. Mission of the Nature Positive Initiative

Despite decades of effort, global trends on the loss of nature remain deeply alarming. Urgent action is needed to halt and reverse nature loss in the next decade and restore natural ecosystems that underpin humanity's sustainable development.

The Nature Positive Initiative's overall goal is to foster alignment, coordinate efforts and promote synergies across a diverse partnership of organisations who will advocate, support and implement actions, alone or in partnership, towards a nature-positive outcome of halting and reversing nature loss by 2030, as codified in the Global Biodiversity Framework mission. The Nature Positive Initiative brings together all the major environmental international organizations, sustainable business platforms, sustainability standard setting agencies, research institutes, indigenous knowledge and local government agencies in developing common definitions and aligned guidance on how to drive, assess and report on nature positive outcomes.

2. Roles and Responsibilities

Provide and lead executive support to the Executive Chair. Facilitate liaison with the Executive Chair, the Executive Director and Nature Positive Initiative (NPI) team. Coordinate key administrative duties for the NPI Secretariat.

Provide sophisticated management for the Executive Chair, prioritising inquiries and requests while troubleshooting conflicts, making judgements and recommendations and consulting internal and external stakeholders, to streamline the Executive Chair's workload and ensure smooth day to day engagements.

Serve as the primary point of contact for the Executive Chair's internal and external stakeholders, including those of a highly confidential or critical nature. Prioritise and determine appropriate course of action exercising judgement to reflect the Executive Chair's style and organisation policy.

Complete a broad variety of tasks that allow the Executive Chair and NPI Secretariat to effectively operate including:

- Proactive forward planning and calendar management, liaising with NPI team and others, as necessary, to ensure full alignment;
- Coordination of regular Executive Chair meetings with internal/external stakeholders including all associated logistics and ensure preparation of the agenda and documentation;
- Support for Executive Chair's participation in all meetings and external events, including travel/accommodation arrangements, coordinating relevant briefs and/or specific subjects as required;
- Timely processing all expenses and travel related expenditure;
- In close coordination with the NPI team and others, proactive planning to ensure Executive Chair is briefed in advance of all meetings and events, arranging pre-briefing sessions as and when required;
- Screen and answer enquiries, e-mail and correspondence - independently where possible - and work with NPI team and others to coordinate and inform the Executive Chair's activities;
- Oversee and manage key administrative duties for the NPI Secretariat in coordination with the Executive Director, Rockefeller Philanthropy Advisors (RPA) and other stakeholders, to ensure smooth operations and running of the NPI Secretariat, including contacts with vendors, consultants and other external suppliers;
- Create and maintain, adapting as appropriate, a sophisticated electronic filing system for Executive Chair and NPI Secretariat;
- Create and maintain relevant Executive Chair mailing lists for the NPI Secretariat for all internal and external correspondence in a common CRM database;
- Support the NPI team in the successful execution of all key events, meetings and conferences;
- Daily coordination with the NPI team providing overall admin support/ coordination as pertains to the priorities of the Executive Chair;
- Undertakes other tasks or ad hoc projects as assigned by the Executive Chair.

Provide efficient and effective human resources support to the NPI Secretariat, working in close collaboration with the Executive Chair, Executive Director, and the RPA and Safeguard teams that provide HR services to the NPI Secretariat. Duties include:

- Oversee the management of staff-related matters, including coordination of the annual performance appraisal process, Cost of Living Adjustments (COLA) in liaison with RPA, ensuring consistency and compliance with organisational policies.
- Maintain regular touchpoint meetings with the Executive Director to ensure alignment on HR priorities and adherence to relevant standards and procedures.
- Manage all consultancy staff contracts for NPI (with support from Executive Director's assistant as appropriate and necessary), including drafting, administration, and monitoring to ensure compliance with contractual and organisational requirements.

3. Skills and Qualifications

Required Qualifications

- Secretarial/Administration diploma from a commercial college or other relevant qualification;
- At least 8-10 years related experience in supporting C-Level executives.

Required Skills and Competencies

- Exceptional organisational skills and impeccable attention to detail;
- Strong business sense and can screen priorities and make sound judgement calls where necessary;
- Builds and maintains effective relationships with all internal/external stakeholders;
- Demonstrated diplomatic and negotiation skills, and high level of integrity to work with sensitive or confidential information;
- Ability to react with appropriate level of urgency to situations that require quick turnaround or urgency, and to troubleshoot where necessary;
- Able to represent Executive Chair in a positive light through excellent follow-through skills and good judgement;
- Excellent communication skills, able to interact at all levels of the organisation, partner organisations or other;
- Team oriented approach;
- Excellent computer skills with expertise in MS Office as well as a working knowledge of collaborative platforms (Google Drive, Teams, Zoom);
- Strong verbal and written communication skills in both English and French;
- Ability to complete a high volume of tasks and projects with little or no guidance.

4. Working Relationships

Internal:

- Interacts daily with the Executive Chair, regularly with the Executive Director, and NPI Staff as appropriate to ensure fulfilment of duties. Interacts regularly with Rockefeller Philanthropy Advisors staff to ensure smooth coordination of NPI activities.

External:

- Interacts regularly with external partners and stakeholders as needed

The position is remote and salary/benefits will be determined based on the location of the successful applicant who must be in possession of a valid work permit for their country of residence and preferably based in Europe.

Please send application letter and CV to info@naturepositive.org by 31 August 2026.
Only shortlisted candidates will be contacted.