**Assistant to the Executive Director**

Conservation organization focused on watershed conservation and environmental education has an immediate opening for an assistant to the Executive Director, CEO. Your office will be located on a 300-plus acre preserve, conveniently located in the heart of the Brandywine Valley, just minutes from Unionville, West Chester and Kennett Square. Job duties for this part-time (10-16 hours per week) position include assisting Executive Director with basic secretarial skills such as letter writing, filing, computer work, meeting preparation and organization errands. Qualified applicants must also be able to maintain confidentiality of sensitive information and documents.

Background checks will be required for selected candidates. BRC is an Equal Opportunity Employer. Interested applicants may apply by submitting resume and letter of interest to: [contact@brandywineredclay.org](mailto:contact@brandywineredclay.org) or Brandywine Red Clay Alliance 1760 Unionville-Wawaset Road, West Chester, PA 19382