

C&O Canal Trust Position Description

TITLE:	Executive Assistant
REPORTS TO:	President & CEO
LOCATION:	Hybrid , in office at C&O Canal National Historical Park Headquarters in Williamsport, MD, and telework.
DURATION:	Permanent Employee
HOURS:	Full-time



Overview

Are you ready to bring your energy and skills to help preserve the largest national park in the Washington, DC, region? The C&O Canal National Historical Park runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by the roughly five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, it is one of the most accessible and visited national parks in the nation, often attracting higher annual visitation than either Yellowstone or Yosemite.

The **C&O Canal Trust** is the official nonprofit philanthropic partner to the **Chesapeake & Ohio Canal National Historical Park**, working in partnership with the National Park Service to preserve and enhance the park's natural, historical, and recreational resources. Our mission is to engage communities and inspire stewardship to support the park's preservation for future generations. We are a passionate team driven by a love for the outdoors, cultural heritage, and public service.

Our role is to engage a community of people — donors, elected leaders, business leaders, recreational visitors, and school children, who understand the value of and support this wonderful national park.

The Position

The C&O Canal Trust seeks an **Executive Assistant** to provide high-level administrative and organizational support to the President & CEO and serve as a key point of coordination across the Trust's staff, board, and stakeholders. The Executive Assistant ensures smooth daily operations for executive functions and supports the overall efficiency of the Trust's leadership team. This role requires discretion, strong organizational skills, attention to detail, and the ability to manage multiple priorities in a dynamic nonprofit environment.

The Executive Assistant reports to the President & CEO and regularly coordinates with the Trust's leadership team and Board. The position is based at the C&O Canal's headquarters building, adjoining the park in Williamsport, Maryland. Trust staff operate under a hybrid model – in office and telework – to allow for on-site collaboration as well as focused telework time.

Executive Support

- Manage the President & CEO's calendar, schedule, and relevant travel logistics.
- Coordinate internal and external meetings, ensuring agendas, materials, and follow-up actions are prepared.
- Draft, edit, and proofread correspondence, reports, and presentations.
- Screen and prioritize incoming communications and requests.

Board of Directors Support

- Coordinate logistics and materials for Board of Directors and committee meetings.
- Assist with maintaining accurate board records.

Office & Administrative Management

- Support efficient office operations, including supplies, technology, and record-keeping.
- Assist with filing systems and document management (digital and physical).
- Manage confidential information with discretion and professionalism.

Cross-Organizational Support

- Provide administrative support for staff leadership and team projects as needed.
- Assist with special projects, events, and donor/stakeholder engagement activities.
- Serve as liaison between the President & CEO, staff, board, and external partners.

Customer Service

- Act as a point of contact for general inquiries.
- Answer and direct phone calls as appropriate.

As part of a growing nonprofit, all staff are required to assist with organization-wide duties and at major events. Some weekend and evening work will be required. Compensatory time off is available.

Qualifications

- Bachelors degree or equivalent experience.
- 1-3 years of relevant administrative experience, preferably in a nonprofit or mission-driven setting.
- Exceptional organizational skills, attention to detail, and ability to manage competing priorities.
- Excellent written and verbal communication skills.
- High degree of professionalism and discretion with confidential information.
- Technically savvy and able to learn new software. Strong proficiency in Microsoft 365 and Google Workspace.
- Ability to work independently, anticipate needs, and take initiative.
- IT skills (PC troubleshooting, database management, Microsoft Office Suite proficiency).
- Useful but not required: Knowledge of WordPress, backend website systems, database/CRM systems.
- Commitment to the mission of the C&O Canal Trust and to supporting public lands and community engagement.

Physical Demands and Safety

Most work is performed in an indoor office environment. Outside activities will occur with conditions varying by location and environment. You must be able to operate normal office equipment and be proficient with Microsoft 365 and Google Workspace.

Travel

The main work location will be at the Trust's offices in the C&O Canal National Historical Park's headquarters in Williamsport, Maryland. Some travel to locations throughout the park will be required. The C&O Canal includes 184.5 miles along the Potomac River and touches many communities. Mileage reimbursements are offered.

Salary Range and Benefits

The salary range is \$42,000 - \$45,000 based on experience and the ability to meet the required responsibilities. The Trust offers a competitive benefits package including partial telework, 100 percent employer-paid health insurance premiums; vacation, sick, and personal leave; paid holidays; and the Trust's Simple IRA retirement program (up to 3 percent employer matched); and a surprising number of sunny days in the park! We offer a fun and casual work environment.

Equal Employment Opportunity

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.

To Apply

For priority consideration, please submit a cover letter and resume to Lauren Riviello, President & CEO, at jobs@canaltrust.org by October 15, 2025. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust, visit www.canaltrust.org.