



Department: Admin

Job Title: Executive and Leadership Team Assistant, and Coordinator of Special Projects

Supervisor: Executive Director

Employee Status: Non-exempt, permanent, part-time (20 hours/week)

Pay Rate: \$10.00-16.00

Position Description:

The Executive and Leadership Team Assistant, and Coordinator of Special Projects is responsible for supporting the office of the Executive Director, and Idaho Botanical Garden's Leadership Team to meet the day to day as well as strategic objectives of the organization.

Areas of Responsibility/Essential Duties

Executive Director and Leadership Team Support

- Coordinates logistics and attends staff, board, internal, and external meetings and retreats. Prepares, assembles and distributes all materials, packets and agendas, and track action items for follow-up. Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings and presentations.
- Prepares, organizes, and circulates memos, weekly and monthly reports, and other internal documents originating from the office of the Executive Director and the Leadership Team.
- Assumes a proactive role in increasing the productivity, efficiency and organization of the Executive Director office and Leadership Team, ensuring that time is focused on accomplishing the organization's highest priorities.
- Assists in managing the Executive Director's internal and external communications.
- Manages internal and external project deadlines for the Executive Director and provides appropriate reminders.

Special Projects

- Helps plan and implement company-wide, and multi-department events, meetings, and employee team building activities.
- Coordinates the activities of personnel involved in the development and implementation of special projects.
- Completes projects and special assignments including large mailings, program correspondence, and program support.
- Oversees employee survey that evaluates employee engagement; analyzes and provides results to the Executive Director, and makes recommendation for, plans and implements, annual leadership development training program under the Direction of the Executive Director.
- Prepares presentations, proposals, reports and other documents as requested.
- Other duties as assigned.

Required Skills, Knowledge, and Training:

- Strong organizational skills, with excellent attention to detail
- Critical thinking and problem solving skills
- Demonstrated decision-making skills
- Ability to leading and work collaboratively in teams
- Ability to prioritize and juggle multiple projects

- Strong spelling, proofreading, grammar, writing, and data entry skills
- Proficiency in Microsoft Office and database software; Altru donor database experience preferred
- Excellent communication and interpersonal skills to interact with staff, visitors, Board, donors, partners, and volunteers.

Education and Experience

- College degree preferred
- Minimum of three years' experience in an administrative position

Conclusion

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Executive and Leadership Team Assistant, and Coordinator of Special Projects within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Send resumes and cover letter to erin@idahobotanicalgarden.org by May 17, 2019