

Title

Executive Assistant

Reports to

Executive Director

Status

Full-time

Salary

\$16.00-\$22.50

The Executive Assistant reports to the Executive Director and serves as the primary point of contact for internal and external partners on all things related to the office of the Executive Director, serves as a go-between to the board of directors and leadership teams, organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The Executive Assistant must be creative and enjoy working within a mission and results-driven, community-oriented organization. The ideal individual will have the ability to exercise sound judgment in various situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

Executive Support

- Communicates directly, and on behalf of Executive Director and Garden Leadership team, with Board members, donors, staff, and others, on matters related to Director's programmatic initiatives.
- Works closely and effectively with the Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipates needs and ensure Executive Director has the information and resources needed to be prepared for internal/external meetings and communications.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Executive Director, some of which may have organizational impact.
- Prioritizes conflicting needs; handles matters quickly, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Supports the Executive Director in strategic communications, organizational strategy, research and analysis on issues of interest to the Executive Director, and all other special projects as assigned.
- Organizes meetings, retreats and events for the convenings of various board, committee, and staff members, and handles other logistics. Documents meeting minutes and manages action items.
- Assists in other administrative tasks as needed

Board Support and Liaison

- Assists Executive Director and Board President in Board Meeting Preparation including ensuring meeting announcements are distributed in advance to board and committees, collects and compiles all reports, motions, etc., and distributes meeting minutes and materials for board and committee meetings.
- Assist with other board and committee activities as requested.
- Serve as a liaison to Board of Directors.

Skills, Specifications, & Experience

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors

Expert level written and verbal communication skills

Demonstrated proactive approaches to problem-solving with strong decision-making capability

Highly resourceful team-player, with the ability to also be extremely effective independently

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response

Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment

Forward looking thinker, who actively seeks opportunities and proposes solutions

Requirements

3 years plus (3+) providing administrative support at the executive level

Must demonstrate above average written and verbal communication skills

Proficiency with Microsoft Word, Excel and Outlook

To Apply

Please submit resume and cover letter for review to:

hire@idahobotanicalgarden.org

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 Membership Sales Associate 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