

NATIONAL TROPICAL BOTANICAL GARDEN
Job Description

Position Title: Executive Assistant to the CEO
Department: Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt, Full-Time

Summary:

Reporting directly to the CEO, the Executive Assistant (EA) provides high-level support in a one-on-one working relationship. The EA will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the CEO. The EA also serves as a liaison to the Board of Trustees and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The EA must be creative and enjoy working within a complex and diverse environment. This position requires the individual to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The EA must be able to work independently on project, 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.

Roles and Responsibilities

Executive Support

- Achieve, maintain, and foster a deep understanding of the organization, its mission, and its complexities.
- Schedule and organize complex activities such as VIP tours and executive meetings and all items related to such meetings.
- Assemble and work with highly confidential and sensitive information.
- Provide secretarial assistance for the CEO, including composing and preparing correspondence, responding to Emails, research, scheduling, filing, organizing, travel arrangements and telephone call screening.
- Preparation of reports and correspondence as necessary, including proofreading for spelling, grammar and layout. Assist CEO in preparation of presentations using PowerPoint. Responsible for accuracy and clarity of final copy.
- Provide a bridge for smooth communication between the CEO office and internal departments, demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Work closely and effectively with the CEO to keep her/him well informed of upcoming commitments and responsibilities, following up appropriately. Act as a “barometer,” having a sense for the issues taking place in the organization and keeping the CEO updated.

- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Provide phone coverage and respond to visitor needs when Office Manager is unavailable.

Board Support and Liaison

- Maintains discretion and confidentiality in relationships with all board members.
- Performs functions of the Corporate Secretary including taking, preparing, and distributing corporate meeting minutes.
- Track and advise specified staff on Trustee and Officer terms of office and Committee assignments.
- Analyze needs and instigate and prepare communications on behalf of the CEO and the Chairman of the Board.
- Proactively take necessary steps to incorporate data on new/retiring Trustees into lists and tracking and emailing systems.
- Solicit content, edit, and prepare agendas, reports, and miscellaneous documents and assemble for inclusion in the semi-annual Board meeting documents, distributing in a timely manner.
- Assist with preparing and printing of semi-annual board book.

Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board member external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information and situations with discretion, poise, tact, and diplomacy.
- 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.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Analytical ability to gather and summarize data for reports, find solutions to problems, and prioritize work.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, hear and use hands.
- The employee is frequently required to walk, reach with hands and arms and occasionally to stand.
- This position requires the employee to be able to travel both interisland and to the mainland, sometimes on short notice.
- The vision requirements include: close vision, color vision, and ability to adjust focus.

Education and/or Experience:

- Bachelor degree preferred or 5+ years of relevant experience as an Executive Assistant.
- Strong work tenure: minimum of five to ten years of experience supporting executive positions, preferably in a non-profit organization.

Other Skills:

- Knowledge of secretarial and office administrative procedures.
- Proficiency in Word, including mail merge function.
- Proficiency in Excel with the ability to create complex spreadsheets and mail merge with Word.
- Proficiency in PowerPoint, including editing of photos and materials.
- Proficiency in Email correspondence using gmail.
- Proficiency in using all Google programs, including gmail, google drive and other apps.
- Experience using Mail Chimp preferred.
- Must be highly organized and flexible, able to adapt, and possess strong attention to detail.
- Must present well to the public in person and by telephone.
- Ability to operate computers, telephone systems, fax machine, postage meter and other office machines.