

Executive Assistant at Green Bay Botanical Garden

Written by Green Bay Biological Gardens
Saturday, 16 August 2014 11:20 -

TITLE: Executive Assistant

DEPARTMENT: Administrative

STATUS: Exempt

REPORTS TO: Executive Director

DATE: August 13, 2014

POSITION SUMMARY: The Executive Assistant is charged with providing executive level support to the Executive Director and members of the leadership team to meet the day to day as well as strategic objectives of the organization. In particular, the position is responsible for providing high-level confidential administrative assistance to the Executive Director. The assistant is also a member of the leadership team.

JOB DUTIES:

1. Support the work of the board through attendance at board and committee meetings to take and prepare minutes, maintain board binders and assist with mailings and notices.
2. Preparation of confidential reports and gathering information.
3. Coordinate activities between departments.

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4. Manage the appointments for the Executive Director.
5. Prepare monthly visitation summary and analysis.
6. Responsible for GBBG Emergency Procedures and training and communication to staff.
7. Coordinate and supervise any office interns to assist office staff with projects.
8. Maintain office supplies, inventory, equipment (copier/fax, postage machine); serve as the gatekeeper for technology issues.
9. Assist with dedications and special happenings by working with marketing on invitations, taking reservations, preparing nametags, booking rooms, and providing assistance with catering as needed.
10. Compose correspondence/reports for executive director's signature.
11. Manage the requests for donations for the Garden.
12. In the area of Development, assists the Director in managing the Memorials and Tributes Program as well as providing support for the Corporate Sponsorship Program including

benefits administration, with an eye toward growing and sustaining both programs.

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13. As needed, assist the other members of the senior leadership team, including any help with human resources administration or office management as requested by the Finance &

Operations Manager, or assisting with any administrative duties as requested by the Director of Horticulture.

14. Participate with Garden staff to carry out Special Event duties.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Associate or Bachelor's Degree preferred.
2. 3-5 years of administrative experience, preferably at a high level of support.
3. Highly proficient in Microsoft Office (Word, Excel, PowerPoint), Outlook, and any CRM database programs; Raiser's Edge a plus.
4. Working knowledge of Lean principles and continuous improvement concepts.
5. Excellent team work, collaboration, organizational, interpersonal, written and verbal communication skills.
6. Flexible work schedule as some Special Events coverage on evenings and weekends is required.

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7. Attention to detail, problem solving, decision-making, planning & organizing, adaptability, tracking and follow-through are critical skills.
8. Personal qualities of integrity, credibility and dedication to the mission of Green Bay Botanical Garden.
9. Position requires a good deal of sitting at a computer, but occasionally will need the ability to lift, push, move up to 20 pounds. Also, the ability to stand or be on your feet for periods of

up to 6 hours.
10. Attain and stay current on the City of Green Bay bartender's license.

Please submit resume to: info@gbbg.org by *August 31*, or mail to:

Green Bay Botanical Garden

Attn: Executive Assistant Position

2600 Larsen Road

Green Bay, WI 54303