

Houston Botanic Garden Executive Assistant

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is building an organization and a staff to welcome guests to its world-class botanic garden, which opened in the fall of 2020, and to inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking an Executive Assistant who will report to the President & General Counsel and will assist with and be responsible for a variety of administrative functions. The executive assistant administrative duties will include performing and coordinating all HR administrative duties relating to the operations of HBG. The ideal candidate is an organized, detail-oriented, responsible individual who exercises good judgment, is able to effectively juggle multiple tasks, and desires to work in a dynamic organization in a stage of growth.

Summary Job Responsibilities:

- Provide primary support to the President & General Counsel.
- Manage the President & General Counsel's schedule and coordinate information needed for meetings.
- Receive, screen, route, and determine priorities of guests, phone calls, and general inquiry emails.
- Handle travel arrangements for senior leadership and any visiting guests.
- Maintain the shared contacts database, office calendar, and meeting invitations.
- Maintain files.
- Prepare meeting materials, presentations, minutes, and reports including Board of Directors, some committees, and staff meetings.
- Assist with organization and implementation of Houston Botanic Garden events.
- Establish partnerships across HBG to support and provide a positive employee experience through the talent acquisition process—including sourcing and recruitment, interview scheduling, background checks, and onboarding.
- Align and coordinate HBG processes to support its mission, leadership, and employee self-service transactions, while ensuring integrity of data maintained in various systems and confidentiality.
- Administer health and wealth plans, including enrollments, changes, and terminations. Process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Conduct audits of payroll, benefits, or other HR programs and may recommend corrective action.

The job summary and responsibilities listed above are designed to indicate the general nature of the work performed within this job. They are not designed to contain or be interpreted as a comprehensive inventory of all job responsibilities required of an employee assigned to this job. Employee may be required to perform other duties as assigned.

Qualifications and Experience Requirements:

- Strong organizational skills with high level of attention to detail, accuracy, and thoroughness
- Ability to effectively manage multiple priorities simultaneously
- Strong spelling, proofreading, grammar, writing, and data entry skills

- Proficiency in Microsoft Office and database software; Tessitura experience preferred
- Excellent communication and interpersonal skills to interact with staff, visitors, Board members, donors, partners, and volunteers
- Desire to be a part of a team and able to work cooperatively
- Integrity and highest standards of professionalism and confidentiality
- Ability to be flexible and thrive in a dynamic environment
- Resourcefulness and creativity in problem solving
- A positive, can-do attitude and willingness to "roll-up sleeves"
- Bachelor's degree from an accredited college or university preferred
- Minimum of three years' experience in an administrative position
- Position subject to passing a criminal background check

Compensation and Benefits:

- Compensation commensurate with experience.
- Full-time, exempt position.
- Position is available on February 1, 2021.
- Medical, dental, and vision insurance
- Retirement savings match
- Short term disability, long term disability, and life insurance

Application Procedure: Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!