



Executive Assistant (Part-Time)

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 a part-time Executive Assistant who will report to the President & CEO and will assist with and be responsible for a variety of administrative functions. 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 & CEO and other leadership team members as assigned.
- Manage the President & CEO's schedule and coordinate information needed for meetings.
- Maintain the shared contacts database, office calendar, and meeting invitations.
- Prepare meeting materials, presentations, minutes, and reports including Board of Directors, some committees, and staff meetings.
- Manage and maintain files and other information in an organized and confidential manner.
- Assist with bi-weekly payroll processing.
- Handle travel arrangements for senior leadership and any visiting guests.
- Assist with organization and implementation of Houston Botanic Garden events.

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:

- Minimum of three years' experience in an administrative position
- Bachelor's degree from an accredited college or university preferred
- Bilingual (Spanish) preferred
- 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
- Position subject to passing a criminal background check

Compensation and Benefits:

- Compensation commensurate with experience.
- Part-time (20 hrs/wk), non-exempt position.
- Paid time off available

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!