

## Executive Assistant

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*Our mission: We garden to create, share and apply plant wisdom in our world.*

### Job Summary

The Executive Assistant will provide high-level administrative and project support to the CEO in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the board of directors, organizes and coordinates executive outreach and external relations, and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

This is an exempt, salaried position at \$70,304/annually, reporting directly to the CEO.

### Essential Requirements

- **Manage sensitive matters with a high level of confidentiality and discretion.**
- **Strong experience in project leadership/management**
- **Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents.**
- **Develop and sustain professional and supportive relationships with Board members**
- Lead preparations, communication and organization of Board meetings/events.
- Manage a daily calendar of meetings and events.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by the CEO.
- Draft and prepare correspondence for internal announcements, board meetings, and external stakeholders.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Welcome the CEO's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Represent the organization and the CEO in a positive light through great follow-through skills and sound judgment.
- Conserve the CEO's time by reading, researching, collecting and analyzing information as needed, in advance.
- Complete adhoc projects, as assigned.
- Arrange travel and accommodations for the CEO.

### Education & Experience

- Bachelors degree, preferred
- 5+ years of related experience required for working in an executive assistant role supporting C-Level executives.

### Skills & Abilities

- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google Workspace, and project management platforms
- Ability to communicate effectively and professionally.
- Ability to maintain flexible hours as dictated by organizational needs for projects and meetings
- Calendar management: Coordinating meetings and appointments, ensuring the CEO's schedule is manageable and up-to-date

### Preferred Attributes:

- Has a strong business sense and can decipher priorities using sound judgment.
- Strong sense of urgency and outcome ownership
- Commitment to excellence: Perform duties at the highest level possible on a consistent basis.
- Able to interact with people of all levels in a confident, professional manner.
- Possess team-oriented experience and approach.
- Dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships.
- Remaining flexible in the face of shifting priorities or unexpected changes
- Quickly identifying and resolving issues as they arise
- Anticipating needs and taking initiative before being asked
- Strategic prioritization: Aligning tasks with goals to support executive initiatives
- Collaborating effectively across teams and departments

### Work Environment & Physical Requirements

- Office environment, using a standing or seated desk
- Frequent requirement to walk or drive a golf cart across a 37-acre property
- Occasional outdoor duties to support evening Garden functions
- Ability to lift 30 lbs.

### Other Requirements

- Other duties, as assigned
- Possess a valid driver's license
- Pass a background check

### Compensation

- **Salary: \$70,304/annually**
- **Full Time / On-site (Encinitas, CA)**
- **Benefits:**
  - 403(b) matching
  - Health, Vision, Dental insurance – 75% paid by employer
  - Supplemental accident & critical illness insurance
  - Life insurance
  - Flexible spending account
  - Employee Assistance Program



## JOB POSTING

- Employee discount
- Paid vacation & sick time off
- 10 paid holidays + paid birthday off
- Garden Family Membership for employee + 3 additional adults/children

### SDBG Diversity Statement

*San Diego Botanic Garden is committed to creating, maintaining and growing a welcoming and inclusive environment. Just as our natural world relies on plant diversity, we believe that cultivating diversity amongst our staff and volunteers contributes to a flourishing Garden. We are dedicated to ongoing conversations as we celebrate and support the unique attributes of all people.*