

**Job Position: Executive Assistant to CEO
Houston Parks Board**

04/18/2017

Houston Parks Board is a 501 (c)(3) non-profit organization, whose mission is to create, improve, protect and advocate for parkland in the Greater Houston region. Since its inception in 1976, the organization has raised and leveraged millions of dollars and touched at least 75% of the City's parkland through acquisitions and capital improvements.

The Houston Parks Board has embarked on the boldest and most exciting capital project in its history: Bayou Greenways 2020. This ambitious project will significantly expand and enhance Houston's parks system, creating a continuous system within the city limits of 150 miles of parks and trails along Houston's bayous.

For more information on the Houston Parks Board and Bayou Greenways 2020, please visit www.houstonparksboard.org

DESCRIPTION: The Executive Assistant—a fulltime, salaried position reporting to the CEO—is responsible for office administration and CEO assistance including, but not limited to: CEO scheduling and support; office and telephone reception; and office administration. The Executive Assistant represents HPB in a professional manner at all times and supports the delivery of administrative services to HPB's CEO and Executive Committee as assigned. The Executive Assistant must be creative, diplomatic, resourceful and poised; able to handle change, anticipate needs and prioritize tasks; meet deadlines and enjoy working within an entrepreneurial environment that is mission-driven and results oriented.

Essential Job Functions:

CEO Support—

- Coordinate CEO's calendar including scheduling travel and meetings with staff, HPB Directors/Executive Committee members, external stakeholders, government officials, donors and consultants.
- Prioritize meetings, events and action items for CEO to address.
- Create meeting agendas, prepare meeting minutes and track progress against action items in consultation with CEO.
- Assemble weekly briefing documents for CEO in consultation and coordination with staff; and transcribe, organize and file CEO's meeting notes and materials.
- Attend meetings and provide support for HPB's Board, Executive Committee and other Committee and stakeholder meetings as assigned by the CEO.
- Draft items of correspondence for the CEO.
- Manage CEO's monthly credit card and expense reporting in compliance with accounting procedures.
- Troubleshoot IT issues for CEO.
- Research and special projects as assigned by the CEO.
- Maintain the highest level of confidentiality and represent HPB in a professional manner at all times.

Office Administration—

- Coordinate reception of visitors, answer incoming phone calls and perform other administrative tasks as assigned.
- Operate and assist staff with office equipment such as telephones, copiers, scanners, faxes; and coordinate equipment and office space maintenance and repair.
- Procure administrative supplies and monitor inventory.
- Distribute incoming mail, log checks and arrange outgoing mail and courier services as needed.

- Maintain administrative documents in accordance with HPB Policies and Procedures, federal, state and local laws and contractual obligations ensuring the highest level of confidentiality.
- Coordinate periodic organizational policy and employee handbook reviews with senior staff and Governance committee; and maintain HPB's organization chart and employee directory.
- Participate in HPB events and activities as requested by the CEO.
- Assist with planning and coordination of staff engagement and training events and emergency (weather, fire, health) procedures for the office.

Qualifications: The ideal candidate will have at least five years prior administrative experience, plus:

- Bachelor's degree or equivalency of experience in a related field.
- A professional demeanor with diplomacy necessary to maintain positive relations with colleagues at all levels of the organization and the ability to handle confidential and sensitive information with discretion.
- Capacity to grasp complex concepts and systems quickly and convey ideas effectively across a range of working styles.
- Organized and efficient with exceptional attention to detail.
- Facility with quantitative information and expert in Microsoft Office applications.
- Ability to manage multiple projects simultaneously while maintaining a firm grasp of individual project details and priorities.
- Excellent written communication skills to include grammar, proof reading, composing and editing.
- Resourceful, proactive approach to problem solving with the ability to organize and coordinate various administrative tasks in a highly professional manner and with a sense of urgency.
- Flexible and adaptable to changing needs with a drive to acquire new skills and utilize technology to improve communication, collaboration, and productivity.

Salary is competitive and commensurate with experience. HPB's benefits package includes medical, dental, vision and life insurance, and a 403b retirement plan. To apply for this position, email resume and cover letter to: Resumes@HoustonParksBoard.org and include CEO Assistant in title.

Interviews are by appointment only. No telephone calls, please.