

Houston Parks Board

Special Assistant to the President & CEO



Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit houstonparksboard.org.

Position Description

This role will provide an excellent opportunity to participate and be a part of our mission to expand, improve, and protect parks and greenspace. Our efforts include creating and improving parks, conservation, community engagement, and collaborating with a variety of public and private stakeholders in the greater Houston area.

The Special Assistant—a fulltime, salaried position reporting to the President & CEO—is critical to the success of the organization, operating as the President & CEO's right-hand person.

Duties include but are not limited to: Board meeting preparation & management, legal/business document coordination & management, President & CEO scheduling and support, as well as support of the governance of the HPB organization.

The Special Assistant represents HPB in a professional manner at all times. The Special 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. Other duties and responsibilities include:

- Organize all Governance & Nominating Committee materials, collaborating with the CEO, General Counsel and other senior leaders. Support agenda preparation and take and maintain meeting minutes.
- Help maintain organization documents including Bylaws, Articles of Incorporation, Policies and Procedures, Board of Director terms, officer and nominee slates, and Conflict of Interest Statements.
- Coordinate the development of legal/business documents including contracts, Bylaws, Articles of Incorporation, Policies and Procedures, and Conflict of Interest Statements.
- Develops and composes routine and advanced memos, letters, reports, and proposals as needed to relieve President/CEO of the administrative function of that position.
- Develops and coordinates communications to staff, volunteers, Board, Government officials, and other relevant groups to ensure the receipt of accurate and up-to-date information about the organization.
- Plans, develops, organizes, implements, directs, and evaluates the organization's administration function including office management, internal and external communications with relevant audiences, and Executive and Board administrative assistance.
- Acts as primary contact and facilitator of organizational projects as assigned by the President/CEO.
- Handles a wide variety of complex and confidential situations involving the administration of the organization.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Acts as a liaison to the board of directors and organizes and prepares materials for the Executive Committee meetings, Quarterly Board Meetings, and other relevant meetings.

- Proactively communicates with staff and external stakeholders to track projects, communicate requirements, due dates, additional information or assignments and priorities, and reports on results.
- Takes minutes of meetings and prepares diversified correspondence of highly confidential and sensitive nature into final form.
- Maintains calendars, schedules, and arranges for appointments, meetings, and events, and makes travel and accommodation arrangements. Provide confirmations and communications to all individuals involved.
- Responds in a timely manner to questions, complaints, and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.
- Maintain the highest level of confidentiality and always represent HPB in a professional manner.
- Undertake various other organizational administrative duties as assigned.

Preferred Skills and Qualifications

The ideal candidate will have at least five years prior experience as Executive or Special Assistant to a CEO/President (for profit or nonprofit), plus:

- Bachelor's degree or equivalency of planner and/or paralegal experience.
- 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.
- Ability to think ahead and anticipate.
- Experience working with preparation of Board of Directors materials.
- Reliable in supporting the CEO with flexibility in working hours (some after hours/weekend support).
- Ability to manage multiple projects simultaneously while maintaining a firm grasp of individual project details and priorities.
- Excellent written communication skills including 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.
- Proficiency in MS Office Suite, including Teams, and SharePoint.
- Cordial, collaborative, engaging and present, yet firm in being the gatekeeper for CEO.
- Interest in mission area and/or nonprofit management a plus.

Compensation and Benefits

This is an exempt position with a starting salary of up to \$80,000 based on relevant skills and experience. HPB provides a competitive benefits package including medical, dental, vision and life insurance, a 403b retirement plan and generous paid time off. This role is based in our office.

To apply for this position, email resume and cover letter to bethtaylor@houstonparksboard.org with "Special Assistant" in the subject line of your email.

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