



EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO

full-time non-exempt hourly position

Basic Purpose and Responsibility:

Under the supervision of the President/CEO, the Executive Assistant is responsible for providing executive support and assisting in the day-to-day operations of the President's Office. The Executive Assistant will support the President/CEO as well as other key executive staff members. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President/CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working for an organization that is mission driven, results driven and community oriented. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Essential Functions

- Completes a broad variety of administrative tasks for the President/CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries and agendas; and compiling documents for meetings and reports.
- Communicates directly, and on behalf of the President/CEO, with Board members, donors, foundation staff, and others, on matters related to the President/CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President/CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Answers and routes phone calls, mail and email messages and may handle wide-range information dissemination.
- Orders food and beverage for meetings as assigned. Prepares beverages as needed for meetings.
- Greeting visitors and deciding if they should be able to meet with President/CEO.
- Staff liaison to Society's Board of Directors and coordinator of all related meetings; which includes attending meetings, preparing minutes and confidential reports, coordinating meeting logistics, scheduling of meetings, updating board roster, tracking attendance and distributing documentation to the board of directors.
- Arranging meetings for President/CEO, board members and stakeholders as needed. This includes setting agendas, room reservation, coordinating all aspects of meeting setup (AV, seating, food, beverage, etc.) and taking notes.
- Creates and maintains filing system(s).
- Purchases and maintains inventory of supplies for administrative office. Orders and maintains inventory of copy/computer paper for Zoo departments, and oversees copier lease agreement.
- Keeps safety manuals and other policies/procedures updated with the most current Zoo policies.
- Researching and collecting data, preparing documents for review and presentation by Zoo executive team and others as directed.
- Participates as an adjunct member of the Senior Staff team including assisting in scheduling meetings, preparing agendas, attending meetings, taking and distributing meeting minutes.
- Takes minutes at all staff meetings and any ongoing or special project meetings as assigned.

- Responds to requests for materials regarding the President/CEO and the organization in general.
- Other duties as assigned.

Education/Experience

- Associates degree or bachelor's degree, or equivalent combination of education and five years' work experience in an office environment.
- Experience working for a CEO or high level executive.

Knowledge/Skills

- Expert proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat. Proficiency in Google applications a plus.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Professional, polite and attentive while also being accurate.
- Must be flexible and able to handle multiple tasks using sound judgement to prioritize and assure completion.
- May be required to work evenings or weekends on an as-needed basis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Benefits / How to Apply

This is a full-time, non-exempt hourly position. Salary is \$19.00 per hour. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits available after the successful completion of an introductory probation period of 60 days of work. Sick time available upon hire.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

Please submit resume and cover letter (no phone calls please) by June 25, 2021 to:
buffalozoojobs@buffalozoo.org

EQUAL OPPORTUNITY EMPLOYER