Job Description

Executive Assistant
Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: Responsible for providing overall administrative support to the COO/CFO for tasks related to Operations, Finance and Human Resources.

Duties and Responsibilities

Provide general office support to the chief operating and financial officer as assigned including, but not limited to travel arrangements, coordination of information with senior staff, arrange and coordinate meetings.

Maintain COO/CFO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

Maintain COO/CFO's credit card and cash expense reports and submit to the business office as required.

Coordinate with the chief of staff and board liaison for meeting arrangements for the audit, finance, and investment committee meetings, including meeting space, catering arrangements, and equipment rental as needed. Send notices for all meetings, maintain attendance list, and assemble and distribute meeting materials. Arrange conference calls on an as-needed basis.

Transcribe and distribute minutes of the audit, finance, and investment committee meetings.

Create and modify, as needed, PowerPoint presentations or other strategic communication presentations for use by the COO/CFO.

Screen, direct, respond to, and prioritize calls and correspondence, facilitating the smooth exchange of information as a first point of contact. Prepare written responses to mail, e-mail, and/or phone calls.

Manage departmental files, budget documents, or other materials essential for the administrative operations of the office of the COO/CFO.

Provides administrative support for the coordination and implementation of special projects as assigned by the COO/CFO.

Provides administrative support for financial functions, including but not limited to monthly closings, audits, and budgeting.

Provides administrative support for human resources, including but not limited to the hiring and termination process, personnel policies and procedures, and compliance requirements.

Responsible for time-sensitive and confidential materials.

Support the president and CEO in the absence of the chief of staff and board liaison.

Assist the chief of staff and board liaison with scheduling, preparation and execution of board and committee meetings as needed.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Sophistication, resourcefulness, and discretion
- Ability to assess new situations independently and to respond appropriately.
- Ability to multitask while attending to detail and accuracy
- Strong written and verbal communication
- High level of professionalism and phone etiquette

Computer Skills
To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, contact management systems and database software.

Education/Experience
Associate or bachelor's degree; and a minimum of five years of prior administrative experience supporting senior-level staff and boards of directors.

Compensation
The hiring salary for this position is $43,800 - $54,700, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY
Please send your resume and letter of interest to:
hr@gardenconservancy.org
Mention "Executive Assistant" in the subject line.