



Position Description

Title: Executive Administration Assistant
Reports to: President & CEO
Status: Full Time, Non-Exempt
Hours: Generally 8 - 4:30 pm, M-F, with some exceptions due to Special Events

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Executive Administration Assistant is charged with providing executive level support to the President & CEO, and members of the leadership team to meet the day-to-day as well as strategic objectives of the organization. In particular, the position is responsible for providing high-level confidential administrative assistance to the President & CEO and Garden board. The qualified individual will be passionate about, and motivated by, serving others. This individual will enjoy work that is varied in nature and have the ability to maintain focus on multiple projects at one time.

Core Competencies & Essential Functions

1. Support the work of the Board through attendance at meetings to record & prepare minutes, maintain Board binders and electronic files; assist with agendas, minutes and notices of Board and Committees.
2. Plan and execute any Board events, in collaboration with other staff.
3. Maintain and update the strategic plan document, as well as other policy and procedural documents relative to the Board and the organization.
4. Oversee memorials and tributes, which includes entering gifts in Altru, preparing acknowledgement letters, placing orders for Memorials, installation and notification of Memorials and entering into GIS or tracking on spreadsheets; work with President & CEO and Director of Development as needed on larger projects. Plan and assist with execution of dedications. Research new opportunities for giving.
5. Coordinate Internet Technology Services between staff and IT service provider. This includes coordinating monthly visits by service provider, new computer installation, assisting in resolving computer issues and set-up for new employees.
6. Assist with Human Resources functions as requested by President & CEO and/or Director of Finance & Operations.
7. Coordinate activities between departments; supervise any office/IT or HR interns to assist staff with projects.
8. Manage the President & CEO's calendar and appointments as requested.
9. Prepare special reports as needed for publications, Board, general public; reports include, but are not limited to: monthly visitation recap; annual donations summary; annual OSHA Injury Reports.

10. Maintain files and records for the President & CEO; help compose and edit correspondence/reports for President & CEO's signature.
11. Prepare Workers Comp and General Liability Insurance claims and reporting.
12. Participate with Garden staff to carry out Special Event duties.
13. Maintain all Federal and State notices on staff bulletin board.
14. Preparing bank deposits and going to the bank, as needed.
15. Other duties as requested.

Qualifications, Skills & Physical Requirements

- Associate or Bachelor Degree preferred with three to five years of high-level administrative experience or equivalent combination of education and experience.
- Ability to understand, implement and share lean and continuous improvement concepts.
- Highly proficient in Microsoft Office, Teams and/or other database programs; Blackbaud Altru knowledge a plus.
- Flexible work schedule as some Special Events coverage on evenings and weekends is required
- Attention to detail and accuracy, problem solving, decision making, planning and organizational skills, as well as time management, adaptability, and follow-through skills are a necessity
- Excellent organizational, interpersonal, written and verbal communication skills; ability to work collaboratively is critical
- Personal qualities must include confidentiality, discretion, integrity, credibility and dedication to the mission of Green Bay Botanical Garden
- While position is generally a desk job, there are occasions when standing for up to 4 hours is necessary, and some lifting and hauling of materials up to 20 pounds is required
- Experience working within a non-profit environment and/or using community resources is a plus.
- Gardening knowledge a plus.

Standard Benefits

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage and Life insurance (30-40 hours/week)
- Retirement Plan/401(K) (available to enroll after six months or 1,000 hours)

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website and submit a resume and cover letter to info@gbbg.org by June 9, 2023.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.