

# Naples Botanical GARDEN

**Position Title:** Executive Assistant

**Status:** Non-Exempt

**Department:** Education & Visitor Experience

**Reports directly to:** Vice President of Education & Interpretation

**Organizational Description:** Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and applied science. The Garden has beautifully restored native habitats, cultivated gardens, walking trails, and public programming that offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

**Position Summary:** The Executive Assistant provides oversight and support to a variety of administrative tasks at Naples Botanical Garden. This position reports to the Vice President of Education & Interpretation and works closely to support leadership in the Education & Visitor Experience (EVE) department.

**Primary duties:**

- Supports organizational needs of the Vice President and EVE department
  - Manages calendars of VP and Director of Exhibitions & Special Programs— schedule meetings, appointments, and other activities
  - Works closely and effectively with the VP to keep her informed of upcoming commitments and responsibilities, following up appropriately
  - Schedules all meetings involving EVE department
  - Completes expense reports
  - Drafts and prepares meeting agendas and materials, meeting minutes, and event plans
  - Composes and prepares correspondence that is sometimes confidential
  - Arranges complex and detailed travel plans, itineraries, and agendas for the VP, EVE leadership, and special guests of the Garden
  - Follows up on contacts made by the VP and EVE leadership and supports the cultivation of ongoing relationships

- Manages the communications and workflow of the Vice President of Education & Interpretation
  - Monitor and prioritize correspondence, reports, and other information referred for the VP's attention or approval
  - Provides a bridge for smooth communication between EVE and internal departments; maintains credibility, trust and support.
  
- Provides administrative support to EVE department
  - Assists with coding expenses and creating check requests
  - Corresponds with vendors
  - Orders supplies
  - Manages mail and deliveries

#### **Additional Responsibilities**

- Participates in Garden-wide events, exhibitions and projects as required or needed
- Provides support to EVE leadership as requested
- Performs other duties as assigned

#### **Minimum Knowledge, Skills and Abilities:**

- Demonstrated ability to work collaboratively with colleagues
- Ability to solve problems creatively
- Ability to develop and maintain positive and effective working relationships with other staff, constituents and the general public
- Highly organized, able to prioritize and manage time effectively, able to work independently
- Ability to communicate clearly, concisely and accurately both orally and in writing
- High level of accuracy in typing and data entry
- Ability to maintain confidentiality

#### **Qualifications**

- Associate's Degree or equivalent professional development
- At least 3 years of experience in administrative operations, hospitality, or similar work
- Proficiency in all Microsoft Office 365 products including PowerPoint, Excel, and Teams
- Ability to coordinate video conferencing via Zoom and/or Microsoft Teams
- Excellent verbal and written communication skills
- Ability to use standard office equipment (copier, scanner, etc.)

**To Apply:** Please provide a cover letter, resume, and contact information for three references by email to [employment@naplesgarden.org](mailto:employment@naplesgarden.org).

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, sex, age, or disability.