



JOB POSTING

Job Title: Executive Assistant to the President & CEO
Status: Full Time, Hourly

Number of Positions: 1
Reports to: President & CEO

Description

The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the office of the President and CEO. The EA will function as a key partner and extension of the President by anticipating needs and proactively addressing issues, with appropriate but minimal direction and an emphasis on sound judgment, initiative, and confidentiality. The EA will support the President's portfolio of activities by vetting internal and external requests, directing assignments to appropriate staff, facilitating correspondence, and managing the President's budget, schedule and travel. This position will serve as the President's ambassador in dealing with key stakeholders and will assist in building and strengthening relationships.

Essential Responsibilities

- Provides direct administrative support for the President and CEO.
- Acts as "gatekeeper" to the President and CEO, managing direct access to their calendar and office.
- Manages an extremely active appointment calendar, working closely to keep the President informed of upcoming commitments and requirements.
- Prioritize conflicting needs, handle matters expeditiously, and proactively follow through on projects to successful completion under deadline pressures.
- Monitor and respond in a timely and accurate manner to incoming general correspondence, e-mail and invitations, many of which will be sensitive or confidential in nature.
- Communicates directly and on behalf of the President and CEO with other Aquarium team members, board members, stakeholders, vendors and the public.
- Assists President in researching and making travel arrangements.
- Aids in event and meeting planning for all onsite and meetings, social functions and retreats.
- Monitors the President and CEO's budget, and is responsible for processing purchase orders, invoices, expense reports and ongoing budget review.
- Assists development staff with coordinating meetings/itineraries/visits/lunches/etc. with donors and VIPs.

Knowledge, Skills & Abilities

- Bachelor's degree in related field; in lieu of a degree, 3-5 years of relevant professional experience will be considered; not-for-profit experience preferred.
- Strong business acumen and personal maturity with communication skills.
- Ability to exercise discretion in handling sensitive and confidential information.
- Strong sense of urgency while remaining calm under pressure with an ability to multitask and prioritize.
- Recognizes the value of different perspectives and commits to inclusion, diversity and equity.
- Detail-oriented and able to meet deadlines.
- Strong computer skills, including MS Office, and virtual meeting platforms.
- Personal commitment to conservation and environmental issues

Working Conditions

- Normal office environment with average walking, standing, bending, stooping, crouching, sitting and computer and phone tasks required.
- Occasional ability to lift up to 50 lbs and periodic local travel, nights and weekends may be required.

To Apply

Please send resume and cover letter to administration@aquariumofniagara.org. Be sure to include Executive Assistant in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.