



## ADMINISTRATIVE ASSISTANT Job Description

<i>Reports to:</i>	President and CEO
<i>Classification:</i>	Full-time permanent; exempt
<i>Supervises:</i>	N/A
<i>Salary Scale:</i>	Salary is commensurate with experience

The Texas Trees Foundation is currently seeking an experienced, reliable and task-oriented Administrative Assistant.

**Organization:** Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

**Position Description:** The Administrative Assistant will work directly with the President and CEO and will serve as the primary point of contact for internal and external constituencies. The Administrative Assistant also serves as a liaison to the Board of Directors and senior management team. The Administrative Assistant must be creative and enjoy working in a fast-paced environment that is mission-driven and community oriented. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

### **CEO Support: 75%**

- Completes a broad variety of administrative tasks for the President and CEO including managing a busy calendar, composing, and preparing correspondence that is sometimes confidential.
- Plans, coordinates and ensures the CEO's schedule is followed and respected, providing that "gatekeeper" and "gateway" role
- Works closely with the CEO to keep her informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer", having a sense for the issues taking place in the environment and keeping her updated
- Assists in coordinating and taking minutes for the senior management team meetings and all-staff meetings
- Support the CEO with organizational development and strategic planning.
- Tracks and maintains contracts.
- Review written correspondence and documents for accuracy.
- Supports CEO with mailings and correspondence.

### **Board Support and Liaison: 10%**

- Serves as the administration liaison to the Foundation's Board of Directors
- Assists with compiling agenda material and distribute in a timely manner before each meeting
- Coordinate catering and other logistics needed for meetings
- Takes accurate minutes of the meetings

### **Operations Support: 5%**

- Purchase office and kitchen supplies and keep storage room stocked and organized.

- Manage repair and maintenance of office equipment, including phones, copier, printers, and computers.
- Liaison with The Meadows Foundation for room reservations, maintenance needs, etc.

**HR Support: 10%**

- Posting Jobs on internet-based sites
- Secure background checks on potential new hires
- Onboarding new employees including new hire paperwork, coordinate training on software and applications
- Schedule orientation meetings with key personnel
- Assigns equipment to new hires and ensures return of the same when employee leaves the company
- Support the annual review process by sending and collecting forms, communicating key deadlines, and following up with employees and managers to ensure timely completion of process
- Schedule exit interviews for employees departing Texas Trees Foundation

**Required Qualifications/Skills:**

- Three to five years of administrative assistant experience; nonprofit experience preferred.
- Must be computer literate (strong working knowledge of Word, PowerPoint, Excel and Outlook)
- A proactive approach to problem-solving with strong decision-making skills
- Excellent communications skills, both verbal and written
- Supports collaborative and a multi-faceted team environment
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- A demonstrated ability to plan effectively, but the flexibility to handle the unexpected.
- Ability to work with a broad range of people including major donors, Board members, Foundation staff and outside partners
- Prioritizes the confidential nature of the position
- Strong commitment to the mission and goals of the Texas Trees Foundation

**Work Hours/Compensation:**

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

**To Apply:** Send resume, cover letter and references to [kimberlee@texastrees.org](mailto:kimberlee@texastrees.org), by August 15, 2021. No telephone calls please.