

## Position Description

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| <b>Position Title:</b> | <u>Executive Assistant</u>  |
| <b>Reports To:</b>     | <u>President &amp; CEO</u>  |
| <b>Salary:</b>         | <u>\$50,000-\$52,000 (\$24-\$25) DOE</u>  |
| <b>Pay type:</b>       | Salaried pay  |
| <b>Pay Status:</b>     | Exempt; not eligible for overtime   |
| <b>Benefit status:</b> | Eligible for all benefits   |
| <b>Hours:</b>          | 40 hours per week; 5 days/week<br>Hours may vary and are subject to change<br>Some holidays, nights, and weekends as needed |

### Position Summary

Tohono Chul seeks a highly organized, proactive, and trusted Executive Assistant to partner closely with the President/CEO and support the effective operation of the organization.

This role is central to ensuring the President/CEO's time, priorities, and strategic initiatives are managed with clarity, foresight, and follow-through. The Executive Assistant serves as a key point of coordination across staff, Board of Directors, and community partners—helping translate priorities into action and maintaining momentum on critical initiatives.

The ideal candidate brings sound judgment, exceptional attention to detail, and a high level of professionalism and discretion. They are a strong communicator, a skilled organizer, and someone who anticipates needs, solves problems, and builds positive working relationships across a collaborative nonprofit environment.

### Essential Duties and Responsibilities

#### Executive Support to the President/CEO

- Proactively manage the President/CEO's calendar, anticipating needs and tracking priorities, deadlines, and follow-ups that occur weekly, quarterly and annually
- Coordinate meetings with staff, Board of Directors, donors, and community partners, ensuring all logistics and materials are prepared in advance
- Prepare agendas, briefing materials, and background information to support effective decision-making
- Track action items and follow-ups, ensuring timely progress on key initiatives and commitments
- Manage expense reporting, reimbursements, and related financial documentation
- Attend meetings on behalf of the President/CEO as needed, documenting key decisions and next steps.
- Serve as a trusted administrative partner, demonstrating professionalism, discretion, and strong communication

#### Board of Directors Support

- Support a positive and professional experience for board members through strong organization and communication

## **Position Description**

- Prepare and distribute Board and committee meeting materials, ensuring accuracy, completeness, and timeliness
- Maintain and update the Board Manual, including onboarding materials for new board members
- Coordinate annual board processes, including required documentation and acknowledgments
- Maintain up-to-date board contact information and committee rosters

### Strategic Support

- Support implementation of organizational priorities by tracking key initiatives, timelines, and progress
- Maintain simple, clear systems for monitoring projects, deadlines, and accountability
- Coordinate internal meetings and cross-departmental communication to support alignment and efficiency
- Assist with special projects and organizational initiatives as needed

### **Education and Experience**

#### Required:

- Associate or bachelor's degree in business administration, accounting, or relevant field
- 3–5+ years supporting senior leadership or executives
- Exceptional organizational skills and attention to detail
- Demonstrated ability to manage multiple priorities and follow through on commitments
- Ability to work independently be proactive in providing administrative support as requested
- Energetic, personable, and service-oriented attitude
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office
- Ability to handle sensitive and confidential information with discretion and professionalism

#### Preferred:

- Experience working with boards, committees, or governance structures preferred
- Knowledge of productivity and time management software
- Experience working with volunteers
- Knowledge of the art, natural and cultural history of the Sonoran Desert region

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Diversity, Equity and Inclusion:**

Tohono Chul is proud to be an equal opportunity employer We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

## **Position Description**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 10 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

### **About Tohono Chul Park**

Tohono Chul is a beloved 49-acre public garden, botanic garden and arboretum in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis, where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both local residents and global visitors, it has been recognized as “One of the World’s Ten Best Botanical Gardens” by Travel + Leisure Magazine.

### **Mission**

We are a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive.

### **Vision**

We envision a Tohono Chul that is:

- An ecological leader
- An immersive environment
- A commons

### **Values**

- Stewardship
- Belonging
- Integrity

### **To Apply**

Submit the following as a single PDF document via email to: [Humanresources@tohonochul.org](mailto:Humanresources@tohonochul.org)

1. Resume

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2. Cover letter (no more than two pages) that addresses the following:
  - a. What draws you to this role at Tohono Chul, and how does it align with your experience and interests?
  - b. Describe your experience supporting a senior leader or managing multiple priorities. How do you ensure competing demands are handled effectively, and details are managed?
  - c. What systems, tools, or approaches do you use to stay organized, anticipate needs, and ensure consistent follow-through on tasks and commitments?