

Position Title: Executive Assistant

Hours: Full-time (35-40 hour workweek)

Role Classification: Regular with Benefits

Exemption: Non-Exempt

Reports to: Chief of Staff

Compensation: \$39.50-\$44.50 per hour

ABOUT THE GARDENS OF GOLDEN GATE PARK

The Gardens of Golden Gate Park unite three historic gardens—the landmark Conservatory of Flowers (1879), the Japanese Tea Garden (1894), and the 55-acre San Francisco Botanical Garden (1940)—featuring more than 10,000 different kinds of plants from around the world, from rare orchids and cloud forest species to California native plants and serene Japanese landscapes.

Our pioneering public-private partnership between the San Francisco Recreation & Parks Department and San Francisco Botanical Garden Society combines the city's expertise in horticulture and facilities with the nonprofit's strengths in visitor experience, education, philanthropy, membership, marketing, curatorial services, interpretation, and community engagement. Together, we connect people to plants, the planet, and each other, cultivating an internationally renowned destination where conservation, natural beauty, and community flourish.

Learn about our [Mission](#). Get oriented with our [Strategic Plan](#).

POSITION SUMMARY

The Gardens seek an Executive Assistant (EA) to support four Executive Team Members who report to the Chief Executive Officer (CEO), including: Chief Financial Officer, Chief Experience Officer, Director of Advancement, and Chief of Staff (COS).

The Executive Assistant plays a critical role in delivering high-impact, proactive operating and administrative support, promoting productivity and enabling greater organizational ease as a steady support for senior leaders. The Executive Assistant is an experienced, energetic, and highly motivated individual with strong organizational, communication, leadership, and interpersonal skills. The EA anticipates needs before problems arise – sometimes before those needs have been identified by others, removing friction and setting the team up for success.



CONSERVATORY
OF FLOWERS



JAPANESE
TEA GARDEN
日本庭園



SAN FRANCISCO
BOTANICAL
GARDEN

The Executive Assistant enables the Executive Team to focus on strategic initiatives and partnerships, fundraising, board development, decision-making, and relationships with external constituencies. This role partners closely with the Executive Team to manage priorities, coordinate schedules, and ensure effective follow-through. The Executive Assistant supports day-to-day operational needs and fills in critical staffing gaps as necessary to ensure the organization runs smoothly and efficiently.

The EA is a champion of organizational culture and inclusion, fostering teamwork and collaboration and setting the tone for a high level of professionalism. The EA recognizes that both internally and externally, they are at all times an ambassador for the Gardens and Executive Team. Success in this role requires the highest level of discretion, judgment, and professionalism to handle highly confidential and critical matters; exceptional verbal and written communication skills; and a steadfast commitment to excellence.

RESPONSIBILITIES

- Provide high-level administrative support to the Executive Team.
- Calendar management for Chief Financial Officer, Chief Experience Officer, Director of Advancement, and Chief of Staff (COS manages the CEO's calendar with support from EA).
- Track key initiatives to meet critical deadlines and deliverables in alignment with ET's strategic priorities, proactively following up to ensure progress to completion.
- Plan, organize, and prepare for meetings: compose and collaborate to prepare agendas and notes, ensuring ET and their guests are fully prepared by confirming logistics, clarifying objectives, and providing necessary materials in advance.
- Prepare, edit, and format presentation slides, memos, reports, and other documents, ensuring the organization's brand guidelines and organizational voice.
- Board of Directors: support the COS in providing high-level, exceptional, and prompt support for the Board of Directors. Work with COS to prepare meeting packets for timely distribution for in-person quarterly board meetings and annual board retreat. In partnership with events and operations teams, provide catering/technical support and room setup for in-person board meetings; support ET members in leading their respective quarterly remote board committees.
- Hospitality: ensure and lead by example that the organization prioritizes a hospitality-driven, visitor-centric lens in all Gardens operations, sites, and offices.
- The EA assists in planning and day-of support for quarterly management team meetings as well as other staff meetings and gatherings – working collaboratively with team members across departments and Garden sites.
- Support and partner with ET and Senior HR Manager on Justice, Equity, Diversity, and Inclusion (JEDI) initiatives and strategic priorities; champion the enhancement of organizational culture.
- Support donor-related activities that require occasional evening and weekend commitments.
- Support organization-wide events such as Flower Piano, Lightscape, member events, other programming and special projects as assigned – sometimes accommodating a flexible work schedule, including evenings and weekends.

EXPERIENCE & QUALIFICATIONS

- Progressive experience (5+ years) supporting executive leadership.
- Experience with nonprofit board governance and stakeholder engagement.
- Excellent written and verbal communication skills.
- Highly proficient in Microsoft Office Suite: Outlook, Word, PowerPoint, and Teams; highly proficient in Adobe Acrobat; highly proficient in CRM and project management systems, such as Salesforce and Asana.
- A track record of keeping confidentiality and experience working on critical matters.

PERSONAL ATTRIBUTES

- Exemplifies highest standards of integrity, professionalism, discretion, personal accountability, and excellence; demonstrates emotional intelligence and self-awareness; inspires confidence and trust.
- Genuinely enjoys engaging people; warm, approachable, and comfortable interacting with staff, board, high-level donors, and city leaders.
- Highly collaborative: a team player able to motivate and organize staff, understanding departmental intersections within the institution to work towards shared goals.
- Commitment and excitement to learn about the Gardens' mission, vision, values, and collections.
- Able to think strategically with a big picture, outcome-driven focus, staying connected to broad institutional goals, while also being detail and analysis oriented.
- Proactively and strategically anticipates needs before issues arise.
- Ability to work well in a fast-paced environment and under pressure to easily adapt to changing priorities; exercises good judgment and stays focused on overarching goals.
- Strong communication and interpersonal skills; able to build collaborative relationships across a team and with external partners.
- Demonstrates a genuine commitment to Justice, Equity, Diversity, and Inclusion (JEDI) and the ability to lead with an equity lens.
- Upholds an unwavering commitment to great visitor experience and a genuine interest in the Gardens' mission.

ADDITIONAL EXPECTATIONS

Must work at least 3 days a week onsite, up to 2 days a week may be remote if the work schedule allows, but a regular onsite presence is essential for success in this role.

- Must be able to work across all three Garden sites in varying weather conditions outdoors year-round and inside a tropical conservatory, as well as in shared office spaces.

- Able to engage in a range of physical motions including standing or sitting at a desk or computer, walking on uneven surfaces, climbing stairs, and occasionally working outside in varying weather conditions.
- Ability to manage risk, adhering to the Gardens' safety and emergency protocols.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/Recruiting/Jobs/Details/4342821>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.