



Our Mission: We share our joy of nature to help wildlife and people thrive.

Position: Executive Assistant to Chief Executive Officer and Board of Directors
Status: Full Time; FLSA Salary Exempt
Department: Administration
Reports to: Chief Executive Officer

POSITION OVERVIEW

Located along the Space Coast in Melbourne, Florida, the East Coast Zoological Foundation dba Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center for rehabilitation of wild marine turtles. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding, and rhinoceros and various other animal encounters.

The Brevard Zoo is seeking an experienced Executive Assistant for the Chief Executive Officer (CEO)/Board of Directors while assisting with day-to-day activities and projects. This position is the point of contact between the CEO and Board of Directors and managers, staff, zoo members, guests, community leaders, and zoo sponsors. The Executive Assistant manages the daily schedule of the executive, schedules internal and external meetings, completes a multitude of projects and tasks requiring coordination, communication, research, creative thinking, and discretion. This position will have recurring responsibilities as well as impromptu tasks, which will require strong organizational skills and time management.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS

REQUIRED:

- Three (3) or more years of Executive Assistant experience supporting the CEO in a fast-paced environment.
- Experience in creation of presentations and written material for internal and external communications.

PREFERRED:

- Previous experience working with non-profit boards of directors
- Proficiency in Microsoft Office products
- Experience with Raiser's Edge donor platform

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

Provide assistance and support to the CEO, Executive Staff, and Board of Directors as follows:

- Create correspondence on behalf of the CEO for internal and external stakeholders through email, letters, handwritten cards, phone calls, or text messages.
- Understand and work closely with the CEO and executive staff on goals, priorities, and expectations to anticipate needs and resolve challenges.
- Prepare, research, analyze, and collect information for the CEO for scheduled meetings.



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- Facilitate CEO follow-up meetings with donors and enter outcomes into Raiser's Edge. Provide high-level administrative support under minimal supervision, exercise independent discretion and judgment to solve complex problems regarding projects, calendar, and meetings.
- Complete a broad variety of administrative tasks for the Chief Executive Officer including managing an active calendar of appointments, completing expense reports, composing and preparing correspondence, and arranging travel plans, itineraries, and agendas.
- Other administrative tasks as assigned including ad hoc reporting, data entry, document duplication, document filing and maintenance (paper and electronic), document preparation, faxing and electronic mailing, meeting coordination and scheduling, message management, spreadsheet preparation, and word processing. Create and maintain an infrastructure of electronic files and documents that is consistently updated for ease of data access and historical storage and reference.
- Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress; problem-solving and making adjustments to plans.
- Handle highly sensitive and confidential information on a regular basis with a high level of discretion.
- Communicate directly with, and on behalf of the CEO, staff and others as directed.
- Assist in coordinating the agenda of the Board of Director's meetings,
- Organize complex calendars and schedules for the CEO and executive staff.
- Update CEO on daily and weekly upcoming events
- Arrange extensive travel and accommodations for CEO and executive staff.
- Prepare expense reports.
- Set up Zoom and Teams meetings as required.
- Welcome and host in-office guests and board members.
- Answer questions and handle direct telephone inquiries.
- Take, prepare, and distribute Board of Directors meeting minutes for monthly Board of Directors meetings and various committees and sub-committees which include the following:
 - Executive Committee
 - Governance Committee
 - Finance Committee
 - Planning Committee
 - Philanthropy Committee
 - Government Relations Task Force
 - Senior Staff Meetings
- Prepare agendas and consent agendas for Board of Directors meetings.
- Prepare an extensive weekly update via email to all Board of Directors members.
- Ensure Board members receive New Board Orientation materials, Non-Disclosure Agreements, Conflicts of Interest statements, and other pertinent information as required.
- Prepare and update Board book.
- Update policies and procedures for the Board of Directors.
- Reserve meeting rooms, prepare PowerPoint presentations, zoom, microphones, lighting, seating, and catering for each meeting.
- Arrange Board Retreats both local and with travel required
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interest in organization, especially related to electronic file management



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- Excellent computer software skills with intermediate level MS Office software application ability (Excel, PowerPoint, Word, and Outlook)
- Very strong interpersonal and organizational skills and the ability to build relationships with stakeholders, including staff, board members, external partners and zoo sponsors
- Strong written and verbal communication skills
- The ability to access information from databases and prepare spreadsheets and reports
- The ability to collaborate, build relationships and work in a participative team culture to accomplish goals
- Multi-tasking is critical to this role. It is not uncommon to have 5 people request something at the same time and you need to be able to distinguish the level of urgency of each request
- Understand clear instructions and carry them out
- Highly organized and think outside the box

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) Light work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm/leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

WORK SCHEDULE:

May be required to work weekends and nights as necessary

Schedules can vary based on the fluctuating needs of the team, but hours are generally within office hours 8:30 am - 5:00 pm

TRAVEL:

Travel may be required.

The above information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with the Zoo's policies on evaluation of personnel.

Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.



BREVARD ZOO

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FOR HUMAN RESOURCES USE ONLY

Department: Administration
Schedule: 40 hours per week/12 months per year
Content By: Chief Executive Officer
Compensation: Human Resources

Revision:	Date:	Revision Control:	Initiated By:
1.0	10/03/2024	Developed	Keith Winsten – Chief Executive Officer
1.1	11/18/2024	Revised	Theresa Bannister – Executive Assistant
1.2	11/20/2024	Revised	Beth Thedy, Human Resources