



Executive Assistant

Our Mission: The Houston Zoo connects communities with animals, inspiring action to save wildlife.

Our Vision: The Houston Zoo will be a leader in the global movement to save wildlife.

Job Summary: The Executive Assistant performs administrative duties in support of senior executives in a fast-paced, dynamic environment that requires excellent organization and cooperation with staff throughout the Houston Zoo. Communicates with ease, including through writing, editing and assembling correspondence and digital presentations for staff, Board of Directors and outside entities. Collaborates in the execution of daily operations, anticipating executive needs. Coordinates appointment schedule by planning and scheduling meetings, conferences, teleconferences, and executive travel. Must be friendly and have a good sense of humor. Accounting experience is highly desired.

Job Duties and Responsibilities

- Provides support for executives, in the areas of correspondence, report preparation, managing calendars/meetings, information dissemination.
- Anticipates needs and prepares materials needed by executives for meetings, conferences, etc.
- Uses considerable judgment and initiative to determine the approach or action to take in non-routine situations with all administrative duties.
- Arranges meetings, takes and prepares meeting notes, as required. Notes commitments made by executives' or staff during meetings and arranges the appropriate follow up actions.
- Creates, proofreads and corrects a variety of correspondence, reports, directives, etc.
- Screens incoming calls, provides requested information, records messages, and redirects inquires to the appropriate individual or department.
- Serves as a liaison between executives, managers, guests and visitors, handling questions, complaints and information as required.
- Interfaces with Board of Directors and other supporters and donors regarding meeting schedules, special events, etc.
- Assesses the urgency and importance of assignments and respect the confidential status of each.
- Performs routine clerical office duties such as filing, typing, ordering supplies, managing copiers, interfacing with vendors, etc.
- Manages and organizes systems and processes for executive office.
- Coordinates special projects and assists in tracking and evaluating project progress including strategic plan initiatives.
- Assists with working Special Events.

Education and Experience

- Bachelor's degree (B. A.) from four-year college or university; or eight to ten years related experience and/or training; or equivalent combination of education and experience.
- Accounting experience, desired
- Ability to communicate with all levels of management
- Ability to communicate effectively and professionally with all levels of management, both verbally and written
- Must be team oriented, have good judgment and solid decision-making ability

Computer Skills

- Excellent computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheets, graphics, etc.
- Experience in Microsoft Office applications; Word, Excel, Outlook, PowerPoint, Visio, Power BI, Publisher.
- Experience with HRIS database/software.

ABOUT HOUSTON ZOO

The Houston Zoo is made up of many moving parts (some stationary ones too) with over 6,000 permanent residents (our animals) for whom we provide housing, meals, medical care, and education. There are over 2 million guests each year who come to experience our incredible variety of animals and their habitats as well as to attend special events hosted by the zoo.

The Houston Zoo focuses on saving wildlife through efforts to reduce threats that face species in the wild. This includes action to reduce plastic pollution and paper use, promote sustainable seafood and sustainable palm oil, recycle electronics, and address pollinator decline. We also protect the wild counterparts of zoo animals, (like lions, sharks, cranes and toads) in the wild through partnerships with other global and regional wildlife-saving organizations. We take pride in supporting efforts that help save wildlife from extinction by working to implement comprehensive conservation strategies and developing partnerships to increase knowledge and support for conservation in communities.

Join the Houston Zoo team and become part of an organization that is focused on the preservation of wildlife and their habitats by combining conservation with education and promotion of sustainable livelihoods in the local and global communities.

To apply visit www.houstonzoo.org/careers

Houston Zoo is an Equal Opportunity Employer