

Executive Assistant Chanticleer Foundation

The Chanticleer Foundation is looking for a full-time Executive Assistant to effectively facilitate the day-to-day needs of the organization by overseeing, managing, and executing all aspects of the administrative office. This individual will work closely with the senior management staff and report to the Executive Director. The ideal candidate is organized, friendly, detail-oriented, and interested in contributing to an organization that serves the public. Familiarity with non-profits is a plus.

The Foundation's purpose is to operate Chanticleer, a 50-acre public garden located in Wayne, Pennsylvania. Chanticleer has been called the most romantic, imaginative, and exciting public garden in America. Formerly the home of the Rosengarten family, Chanticleer has evolved greatly since the death of the last owner in 1990, with floral and garden development designed by staff and consultants. Chanticleer opened to the public in 1993 and welcomes over 50,000 visitors annually from April through October.

POSITION DESCRIPTION

Position Title: Executive Assistant

Supervisor: Executive Director

Function: Performs highly skilled administrative and clerical duties for the Executive Director and staff. Oversees payroll, bookkeeping with QuickBooks, and employee benefits.

Duties & Responsibilities:

1. Assists Executive Director and other managers to ensure smooth operation of the organization.
 - Adheres to and helps others follow Chanticleer operational policies.
 - Keeps track of, sends reminders for, coordinates, schedules, and supervises logistics and communications for staff and Board meetings.
 - Assists managerial and other staff as needed.
2. Oversees financial records and employee benefits.
 - Pays bills and files invoices using QuickBooks accounting software. Working with a payroll service, the individual collects, tracks, and coordinates time sheets and payroll deductions. Prepares reports on a regular basis.
 - Collects, maintains, and communicates employee benefits, tax, and health insurance files.
 - Maintains institutional insurance files and makes sure records are up to date.
 - Serves as a benefits resource person for staff.
3. Serves as primary point of contact for the organization via telephone, radio, emails, meetings, and keeps staff informed of relevant activities

- Greets official visitors and notifies Director and staff and/or provides requested information.
 - Answers telephone; takes and relays messages.
 - Maintains organization's master calendar.
 - Maintains working familiarity with emergency procedures.
4. Provides various administrative duties as requested.
 - Provides administrative and clerical support to Executive Director.
 - Maintains organizational files, including publicity. Oversees and facilitates correspondence, reports, and mail.
 - Oversees maintenance of office equipment and kitchen, orders supplies, helps keep kitchen clean and neat.
 5. Performs additional duties and responsibilities as requested.

Work Schedule: Full time: Mondays – Fridays – 7:30 am to 4:00 pm. May include occasional scheduled weekend and holidays. This an exempt position.

Skills & Abilities:

- Well organized, friendly, detail-oriented, and interested in contributing to an organization that serves the public
- Proven excellence in verbal, written, and presentation communication skills
- Excellent organizational and time-management skills with the ability to multi-task with a high volume of varied functions and responsibilities
- Evidence of the practice of a high level of confidentiality
- Excellent computer skills in a Microsoft Windows/Office environment and ability to effectively utilize Excel, Outlook, Word, and PowerPoint
- Familiarity with QuickBooks and basic accounting principles
- Willingness to learn and ability to implement new platforms and software
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Demonstrated ability to serve as a successful participant in a management team
- Demonstrated ability to interact effectively with the organization's Board of Directors, staff, visitors, and volunteers

Education & Experience:

Minimum of a Bachelor's degree or equivalent professional experience and training in Business, Organizational Development, Human Resources, or a related field; experience in administration of benefits and compensation programs; broad knowledge of and experience in employee relations, bookkeeping, organizational development, and staff development; active affiliation with appropriate networks and organizations and ongoing community involvement preferred.

TO APPLY

Chanticleer offers an excellent work environment, a comprehensive benefits package, and competitive salary. To apply for this opportunity, please email a cover letter and resume to: admin@chanticleergarden.org. No phone inquiries please.

We are an Equal Opportunity Employer. To provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. The Garden does not discriminate in employment opportunities on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law.