



# JOB POSTING

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**Position Title:** Executive Assistant  
**Department/Division:** Administration

**Reports To:** President and CEO  
**Status:** Full-time/non-exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

## Summary of Position:

The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the President and CEO. This position will function as a key partner to executive leadership by anticipating needs and proactively addressing issues, with appropriate but minimal direction and an emphasis on sound judgment, initiative, and confidentiality. This role encompasses strategic planning initiatives, supporting daily operations and special projects, with a focus on fostering relationships with staff, Board members, and external stakeholders. The Executive Assistant will support executive activities by vetting internal and external requests, directing assignments to appropriate staff, facilitating correspondence, and managing the President and CEO's budget, schedule, and travel.

## Essential Responsibilities:

- Provide direct administrative support to the President and CEO, including organizing and maintaining the effectiveness of the Executive Office and portraying a positive and professional image
- Manages an extremely active schedule, working closely to keep the President and CEO and executive staff informed of upcoming commitments and requirements; makes travel arrangements as necessary
- Develop rapport and regular communication with the staff and advance teams of donors, Board members, dignitaries, public figures, and elected officials
- Communicate directly and on behalf of the President and CEO with other team members, Board members, stakeholders, vendors, and the public
- Assist the President and CEO with presentations, talking points, correspondence, and other communications and provide support at public events and as needed
- Exercise discretion and confidentiality at all times
- Act as the primary liaison for Board members, connecting them with internal and external partners and providing relevant information and documentation
- Maintain communication with the Board of Managers, including drafting agendas, minutes, notices, and all other related correspondence
- Support the Development Department with administrative responsibilities

- Schedule, arrange, and facilitate donor tours, developing prep-materials, collateral, and visit itineraries
- Serve as a backup member of the phone team, directing calls and responding to general Society inquiries on an as-needed basis
- Prioritize conflicting needs, handle matters expeditiously, and proactively follow through on projects to successful completion under deadline pressures
- Attend scheduled and assigned meetings to record, compile, transcribe and distribute minutes
- Manage a portfolio of special projects to ensure progress towards planned objectives and established milestones
- Additional duties as assigned

### **Education, Experience, Skills, and Qualities Required:**

- 5-7 years of relevant professional experience in an Executive Office setting; not-for-profit experience and Bachelor's degree in related field preferred
- Strong computer skills and communication skills required
- Familiarity with professional office procedures necessary
- Strong computer skills, including MS Office, and virtual meeting platforms
- High attention to detail with the ability to manage multiple projects simultaneously
- Previous experience working with a Board of directors a plus
- Ability to multi-task and work well with all levels of the organization needed
- Strong writing and proofreading skills needed
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues

### **Physical Demands:**

- Sitting for long periods of time at a work desk/computer on a daily basis
- Regular attendance is an essential function of the job
- This position requires in-office work and will not be eligible for a remote working arrangement
- Flexibility to work a varied schedule – early mornings, evenings, and occasional weekends necessary
- Position will require periodic evening and weekend work

### **To Apply:**

The hourly rate for this position is \$24.00-\$27.00 per hour, along with a competitive benefits package. Interested candidates should send cover letter and resume to [Resumes@GoldhawkHR.com](mailto:Resumes@GoldhawkHR.com).

### **Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.