Buffalo Bayou Partnership (BBP) Executive Administrative Assistant

Reports to: Buffalo Bayou Partnership President
Classification: Full-time/Exempt

Buffalo Bayou Partnership

Buffalo Bayou Partnership (BBP) is the non-profit organization revitalizing and transforming Buffalo Bayou from Shepherd Drive to the Port of Houston Turning Basin. From spearheading award-winning capital projects such as the 160-acre Buffalo Bayou Park to constructing trails, operating comprehensive maintenance initiatives, and offering programming and public art, Buffalo Bayou Partnership is reclaiming Houston’s unique waterfront. The organization is at a moment of significant change and growth as it expands its staff and embarks on implementation of the recently completed Buffalo Bayou East Master Plan.

Job Summary

The Executive Administrative Assistant provides a variety of administrative duties in support of the BBP President and senior leadership. Working with the organization’s dedicated staff, board and stakeholders, the Administrative Assistant must possess considerable judgement and initiative. The person must enjoy working within an entrepreneurial environment that is mission-driven and community-oriented.

Duties and Responsibilities

- Manages the daily activities of the President (answers phone, coordinates calendar, etc.)
- Serves as a liaison between the President, board of directors, government officials, other non-profits and the public related to the organization’s programmatic projects and initiatives
- Organizes and keeps up-to-date the organization’s electronic and hard copy files (contracts, properties, etc.)
- Coordinates Board meetings, Executive Committee meetings, and other committee meetings as needed (prepares agendas, advance materials, etc.)
- Researches, prioritizes and follows up on issues and concerns addressed to the President, including those of a sensitive and confidential nature
- Maintains comprehensive, up-to-date contacts and projects database
- Provides travel assistance for President and other staff/Coordinates travel plans and itineraries for out-of-town visitors
- Assists with the organization’s special events and staff social events, as needed

Education and Experience Requirements

- Associate’s or bachelor’s degree preferred
- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook
- Proven experience in supporting an executive, preferably in a non-profit organization
- Strong verbal and communication skills.
- Strong organizational skills and attention to detail
• Ability to multi-task and respond to deadlines
• Proven ability to handle confidential information with discretion
• Ability to work independently but also as a team player

**Salary**

• Salary is dependent upon knowledge and experience
• BBP offers excellent benefits, including a generous employer-matching 403 (b) retirement plan.

**To Apply**

Please send cover letter and resume to:
[jobs@buffalobayou.org](mailto:jobs@buffalobayou.org)

No phone calls please