



Administrative Assistant

Full-time (40 hours/week)

**In-Person/Non-Remote at the Forever Balboa Park offices, House of Hospitality, Balboa Park
Reports to: President and CEO (50%) and Volunteer Manager (50%)**

Our Commitment

Forever Balboa Park's mission is to sustain, envision, and enhance Balboa Park for all visitors in partnership with the City of San Diego, other park organizations, and the community. Forever Balboa Park welcomes people of all backgrounds, identities, and beliefs to join us in achieving our mission. We place diversity, equity, and inclusion at the heart of our recruiting efforts, and strive to build a culture centered on mutual respect, equal treatment, and the opportunity to succeed.

Job Description

The Administrative Assistant for Forever Balboa Park (FBP) provides the President and CEO, the Executive Staff, and the Volunteer Manager with communications, calendaring, database, and administrative support. This position reports to the President and CEO, and the Volunteer Manager. The Administrative Assistant is a public-facing role, assisting the Forever Balboa Park team with communications, reporting, and project work with the trustees, staff members, park stakeholders, and public officials. The position serves as the administrative liaison to the Board of Trustees, working directly with the Board Chair and other trustees to support committee work, board meetings, scheduling, event planning, and donor activities. The Administrative Assistant interacts with our diverse cadre of 350+ volunteers while supporting the Volunteer Manager and the President and CEO. This is a terrific opportunity for an ambitious, people-focused professional with a passion for Balboa Park. Our generous benefits package includes paid time off, health insurance, dental insurance, vision insurance, life insurance, long-term disability insurance, and a 403(b) retirement plan with a 5% employer match.

Responsibilities

General Administrative Support (25%)

- Manage the CEO's calendar, ensuring all arrangements are made for meetings, speaking engagements, travel, and receptions.
- Greet visitors, field telephone calls, and sort mail addressed to the organization, referring pertinent requests to other members of the staff or personally taking appropriate action as required.

- Host in-office visitors with appropriate hospitality, escorting guests to the appropriate meeting locations, greeting them, and answering inquiries.
- Ensure public areas of office space are well maintained, and supplies (office or hospitality) are well stocked, along with basic office administration for the main office.
- Collaborate with staff leads on public facing events, providing administrative and day-of support.
- Mail checks, process incoming checks and check requests for the Finance team.

Board of Trustees Support (25%)

- Oversee and maintain the annual board and committee calendar and notify Trustees of key dates.
- Take minutes, prep/format agendas, distribute materials, and manage calendar invitations for board work.
- Maintain electronic and hard copy filing systems for all Board related documents.
- Schedule and coordinate set up for Board and committee meetings.
- Train board members on technology used when requested.
- Respond appropriately to requests for tours, events and other special requests in support of trustees.
- Maintain board mailing, data, and distribution lists.

Volunteer Program Administrative Support (50%)

- Support Volunteer Manager with email and phone correspondence, notifications, and updates to various volunteer groups and individual volunteers.
- Assist with database, records management, recruiting and training as directed.
- Schedule volunteer shifts with Volunteer Manager and City staff
- Keep an up to date inventory of all volunteer field supplies.
- Prepare materials for volunteer field work.
- Take photographs of volunteers working in the field, and secure and maintain photo release forms.

Other Duties

- Follows all FBP safety regulations.
- Other projects and duties as assigned.
- Some evening and weekend work will be required, approximately 1 weekend day a month and 1 evening events a month to support either volunteer or public-facing events.

Knowledge, Skills & Abilities

- Experience in a fast-paced office environment requiring multi-tasking ability with a high level of discretion.
- Through understanding of Zoom, Doodle Poll, Microsoft Office Suite (Docs, Excel, PowerPoint including use of graphics and video), and Google-suite (Docs, Sheets, Slides).
- Experience with MyCommittee or other team management/ project management and CRM/donor databases preferred.
- Ability to use and quickly learn new office support technology systems and software packages.
- Ability to draft and compose correspondence and standard reports, agendas, and meeting minutes.
- Ability to handle sensitive/confidential information with discretion, and manage high pressure situations with poise.
- Ability to plan, organize and complete work independently with accuracy.
- A team player.
- Applicants with bilingual Spanish/English writing and speaking abilities are encouraged.

Experience and Education

- We welcome applicants with diverse training and experiences, including college, high school programs, a technical/vocational program, or their equivalents.
- 2-3 years of related office and administrative work experience.
- 2-3 years of progressively responsible work experience in a position requiring a high degree of judgment, discretion and initiative.
- 1-2 years experience working with donors, trustees, or executives.

Physical Requirements

- Must be able to lift 40 lbs.
- Some bending, stooping, and kneeling
- Sitting for significant time at a desk working with a computer and keyboard
- Ability to perform repetitive tasks 70% of the time
- Ability to communicate orally and in written formats
- Visual acuity to perform tasks
- Ability to receive detailed information through oral communication



This job description describes the general nature and level of work expected of people assigned to this job. It is not intended to include all duties & responsibilities. Duties, responsibilities and related activities may change at any time with or without notice. The order in which the duties & responsibilities are listed is not significant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their role.

Forever Balboa Park is an equal opportunity employer. Forever Balboa Park is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors, and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of our activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

All qualified candidates please submit resume and cover letter to: hr@balboapark.org
No phone inquiries, please.