



ADMINISTRATIVE ASSISTANT / OFFICE MANAGER

About Park Management Company

Park Management Company is a nonprofit 501(c)(3) organization managing the Scissortail Park Foundation and Myriad Botanical Gardens Foundation.

The Myriad Botanical Gardens is a 17-acre botanical garden and interactive urban park located in downtown Oklahoma City. The Gardens include the Crystal Bridge Tropical Plant Conservatory and Visitor Center along with ornamental gardens, a Great Lawn, water features, a children's garden, a lake with terraced gardens and a seasonal ice rink and carousel. The Gardens also offer year-round educational, cultural and wellness programs for all ages.

The 70-acre Scissortail Park links the heart of the city to the Oklahoma River, part of the city's "Core to Shore" master downtown development plan. The new Upper Park, located just a block south of Myriad Botanical Gardens features extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, children's play areas, dog park, a civic scaled interactive fountain, and multiple walking/jogging paths.

Summary

This position provides administrative support and assistance to the Chief Executive Officer of the Park Management Company and serves as the Administrative Assistant / Office Manager for the foundation staff.

Essential Duties and Responsibilities

- Answer, screen, transfer and manage incoming calls and ensure phone greeting and phone tree is up-to-date.
- Maintain and update employee phone list for internal use.
- Open and date mail, log incoming payments and donations, distribute mail.
- Monitor, respond to and distribute incoming information accordingly via telephone, computer, mail and other communications.
- Manage master calendar for organization events to include listing of programs, special events, board meetings, committee meetings etc.
- Receive and direct incoming visitors to the Foundation office.
- Take board meeting minutes and prepare board minutes for community board.
- Interact and support as needed with community and executive boards.
- Assist with photocopying, fax and mailing for CEO and office staff.
- Order and manage office supplies as well as manage supply budget.
- Design and implement electronic and hard copy filing systems and retrieve documents.

- Ensuring filing systems are maintained and current.
- Implement procedural and policy changes to improve overall office and operational efficiencies.
- Assist with database input as needed with membership and development departments.
- Assist with providing information on rentals at the Gardens and providing rental tours as needed.
- Prepare and modify documents including correspondence, reports, drafts, memos, emails, and PowerPoint presentations.
- Receive, print, and manage resumes for CEO and respond to applicants.
- Help arrange and coordinate meetings as needed by CEO.
- Coordinate maintenance and ordering of office equipment.
- Assist with special event project preparation and execution.
- Prepare written responses to routine questions.
- Other duties as assigned by supervisor.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and/or Experience

- B.A. degree preferred.
- At least 2 years' experience in office management and support of an executive position.

Computer Equipment and Software Requirements

- Excellent computer skills in with MS Office Suite.
- Knowledge of standard office administration practices and procedures.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- Excellent organization and time management skills
- Good communication skills
- Good information gathering and monitoring skills
- Good judgment, decision making and problem solving ability
- Ability to maintain confidentiality
- Excellent attention to detail and accuracy
- Ability to be flexible

Additional Job Requirements

Clearance of background check.

Work Environment

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

Physical Requirements

- Must be able to sit for extended periods.

- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to walk from office building to Garden facility.

Benefits

This full time, non-exempt position is eligible for health, dental, life insurance, vision, short and long-term disability, voluntary life, accident coverage, critical illness, 403(b), paid time off, and paid holidays.

To Apply

Please email resume to Careers@myriadgardens.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)

Employer does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.