



## Portland Japanese Garden seeks Executive Assistant / Office Manager

### Position Overview

The Executive Assistant is a member of the Executive team and supports the CEO in all aspects of his role. Duties also include general administrative and “behind-the-scenes” support for the Executive Office and Garden in general. The Executive Assistant reports to the CEO and works closely with the Deputy Director.

### Primary Duties

- Manage and maintain the CEO’s schedule, including scheduling meetings on his behalf
- Support the Board of Trustees and the Foundation Board by being their primary contact, scheduling and creating materials for meetings, and taking board minutes
- Regularly communicate on behalf of the CEO
- Reconcile monthly expense reports and submit CEO per diem requests for travel
- Assist with compiling and organizing materials for CEO travel
- Maintain schedule and maintenance of two guest apartments, including coordination with owners
- Schedule and manage all-staff meetings (e.g., prepare agenda, order food)
- Open, process, and deliver daily mail, including interdepartmental mail
- Order office supplies for all departments and manage inventory of organization collateral (e.g., brochures, letterhead, business cards, name tags)
- Maintain shared copier and workroom spaces, keeping them stocked and organized
- Oversee operation and maintenance of copiers and postage meter
- Manage basic kitchen supplies and oversee maintenance of kitchens
- Manage reservations for the Vollum Library and Garden vehicles
- Support all Executive positions as needed (CEO, Deputy Director, International Programs Coordinator)
- Process monthly non-profit donation requests
- Other duties as assigned

### Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code

### Qualifications

- Detail oriented with exceptional organizational skills
- Ability to maintain confidentiality with sensitive information
- General knowledge of office environments and administrative practices
- Ability to remain flexible with shifting priorities
- Ability to read, write, and communicate effectively and professionally

- Ability to work independently with minimal supervision
- Proficient with Microsoft Office suite

### Special Requirements

- Must be able to remain in a stationary position and/or move about the Garden for several hours
- Must be able to lift 25 lbs regularly, and up to 50 lbs on occasion

### Compensation

- Salary: \$45,000 - \$60,000 per year, DOE
- This is a full-time, benefited, salary position with a minimum of 40 hours per week. Schedule is generally Monday through Friday, 8:30am to 5:00pm, with a 30 minute break for lunch.
- Benefits include: health, dental, and vision insurance (premium 100% covered for employees); paid vacation, sick, and holiday time; eligible for 4% employer match on 401k plan after one year of employment

### Applications

To apply, please email a resume, cover letter, and three work-related references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Executive Assistant" in the subject line. Please no phone calls or hand delivered applications. **Applications accepted until position is filled.**

All submitted applications will be held in confidence.

### Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.