

Executive Assistant

Reports to: Executive Director
Department: Administration
Status: Full-time, Non-exempt
Salary Range: \$28-\$30/hour
Benefits: Eligible
Location: Los Angeles, CA (Hybrid)

Organizational Overview

Griffith Observatory Foundation (the Foundation) is the exclusive non-profit partner of Griffith Observatory, which is owned and operated by the City of Los Angeles Department of Recreation and Parks. The Foundation's mission is to support and promote Griffith Observatory as a home for science literacy, education, and public astronomy through resource development and advocacy in partnership with the community.

Summary of Position

Reporting to the Executive Director, the Executive Assistant is responsible for providing high-level administrative support to the Executive Director and serves as key liaison for the Board of Directors. The Executive Assistant works on a wide variety of complex assignments of a critical and/or confidential nature and serves as a crucial communication link between the Executive Director, the Board of Directors, and internal and external stakeholders.

This is a full-time (40 hours per week, flexibly scheduled) position. The hourly compensation will be \$28 - \$30. This position is eligible for group health/dental/vision insurance, 401(k) plan, accrued vacation and sick time, 13 paid holidays, and complimentary parking at Griffith Observatory.

Essential Duties and Responsibilities

Executive Support

- Manages calendars to ensure that the Executive Director is organized and that their time is leveraged wisely. Proactively prepares the Executive Director for all meetings.

- Drafts correspondence and other materials on behalf of the Executive Director.
- Ensures smooth operation of meetings, both in-person and virtual, by providing necessary support services such as technology and refreshments. Develops meeting materials and takes minutes as requested, tracking action items for the Executive Director.
- Tracks expenses, completes reports, reviews invoices, processes reimbursements, and manages check requests for the Executive Director.
- Crafts high-quality visual presentations on behalf of the Executive Director for Board, Committee and Task Force meetings, special talks, and lectures.
- Supports engagements with consultants on behalf of the Executive Director, including contract administration and scheduling.
- Makes travel arrangements for the Executive Director and prepares detailed itineraries.
- Maintains a filing system for the Executive Director and ensures materials are accurately maintained on Google Drive or as hard copy when necessary.
- Manages special projects initiated by the Executive Director as needed.
- Provides administrative support to the Foundation Department heads as needed.

Board Liaison

- Acts as the primary administrative liaison to the Board of Directors, fostering positive relationships and enhancing organizational effectiveness.
- Schedules all Board, Committee and Task Force meetings, ensuring proper attendance.
- Prepares meeting agendas, materials, and presentations in consultation with the Executive Director and Department heads.
- Coordinates logistical and resource needs for Board meetings, including room reservations, parking, A/V setup, and catering.
- Composes all Board and Committee meeting minutes.
- Drafts Board resolutions and by-law amendments as needed.
- Coordinates Director orientations to familiarize new directors with the Foundation.
- Responds to special director requests, including assisting with RSVPs for events and programs, booking parking, arranging special tours, and facilitating other personalized assistance as needed.

General Administration

- Anticipates and addresses various administrative needs, remaining flexible and maintaining a positive and professional demeanor.
- Receives, screens, and directs visitors and incoming telephone calls, determining priority and troubleshooting as necessary.
- Maintains seamless operations in the Foundation office, ordering and

requisitioning office supplies in a timely manner and consulting with IT to resolve phone, computer, and printer issues.

- Demonstrates a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion through respectful communication and cooperation with others at all times, continuous training, and modeling inclusive behaviors.
- Supports Foundation events through onsite staffing (i.e. weekend and evening programming)
- Upholds all of the Foundation's policies, procedures, guidelines, and standards
- Maintains flexibility and performs other duties as assigned to respond to the needs of the organization

Minimum Qualifications

- Bachelor's Degree or combination of relevant education and work experience.
- Three (3) years of executive assistant experience supporting C-suite executives.
- Strong organizational and time-management skills, with the ability to self-direct and prioritize while managing multiple projects and demonstrating superior attention to detail.
- Naturally warm, sincere, and positive manner with superb verbal and written communication skills.
- Ability to think ahead, take initiative, and anticipate the needs of the Executive Director.
- Proven ability to manage confidential information with discretion, be adaptable to various competing demands, and show superior judgment during emergency situations.
- Professional demeanor with excellent interpersonal skills and emotional maturity.
- Confidence interfacing with a wide variety of stakeholders including staff, donors, board members, VIPs, elected officials, and community partners.
- Proficiency with Google and Microsoft Office Suite and Adobe Acrobat. Eagerness and ability to learn other technology and software tools as required.
- Ability to work evening and weekend hours occasionally, as required by the Executive Director and Foundation schedules.
- Honesty, integrity, enthusiasm, perspective, and a strong work ethic supported by commitment and follow-through.
- Ability to work within and support a diverse community of visitors, stakeholders, and employees.
- Must possess the highest level of ethical standards and professional behavior, including: confidentiality of employee and Foundation donor information
- The qualified candidate must be committed to the Foundation's brand personality: innovative, passionate, civic-minded, gracious, and approachable.

Travel, Working Conditions, Physical Requirements and Environment

- Ability to spend approximately 75% of work day sitting at a computer desk
- Ability to continuously exchange information through listening and talking with staff, volunteers, and individuals in the community
- Some local travel, approximately 15% of work hours
- Some evening and weekend work as necessary per events schedule
- Occasional need to stand or walk for long periods of time

Benefits

Griffith Observatory Foundation offers a competitive benefits package that includes: 100% paid medical, dental, and vision plan; employer contribution to 401K plan; two weeks paid vacation; 13 paid holidays; accrued sick time off; and complimentary parking at Griffith Observatory.

To Apply

- Please email a cover letter and resume to:
info@griffithobservatoryfoundation.org
- Please send cover letter and resume as a single attachment.
- Include "Executive Assistant: First Name Last Name" in subject line
- No phone inquiries, please.

About Griffith Observatory

Griffith Observatory inspires everyone to observe, ponder, and understand the sky.

Griffith Observatory is an icon of Los Angeles, a national leader in public astronomy, a beloved civic gathering place, and one of southern California's most popular attractions. The Observatory is located on the southern slope of Mount Hollywood in Griffith Park, just above the Los Feliz neighborhood. It is 1,134 feet above sea level and is visible from many parts of the Los Angeles basin. The Observatory is the best vantage point for observing the world-famous Hollywood Sign. Since opening in 1935, the Observatory has welcomed over 85 million visitors. Open late nearly every evening, Griffith Observatory's audience is "the general public," and it is one of the rare places where you will see people from every part of the region and from all parts of the world.

The Observatory is a free-admission, public facility owned and operated by the City of Los Angeles Department of Recreation and Parks in the middle of an urban metropolis of ten million people. The 67,000 square-foot building is one of the most popular informal education facilities in the United States and the most-visited public observatory in the world (with 1.6 million visitors a year). Griffith Observatory is a

unique hybrid of public observatory, planetarium, and exhibition space. It was constructed with funds from the bequest of Griffith J. Griffith (who donated the land for Griffith Park in 1896), who specified the purpose, features, and location of the building in his 1919 will. Upon completion of construction in 1935, the Observatory was given to the City of Los Angeles with the provision that it be operated for the public with no admission charge. When it opened in 1935, it was one of the first institutions in the U.S. dedicated to public science and possessed the third planetarium in the U.S.

Fulfilling the Observatory's goal of "visitor as observer," free public telescope viewing is available each evening when skies are clear and the building is open. More people (8 million) have looked through the Observatory's Zeiss 12-inch refracting telescope than through any other on Earth. More than 18 million have seen a live program in the Observatory's Samuel Oschin Planetarium.

The building operated continuously from 1935 until January 6, 2002, when it closed for a comprehensive renovation and expansion. This ambitious \$93-million project renewed the Observatory's world-class standing and restored and enhanced the Observatory's ability to pursue its public astronomy mission, all driven by a commitment to excellence and enabled by a successful public-private partnership between the City of Los Angeles and Griffith Observatory Foundation. The renewed building reopened to the public on November 2, 2006. It has operated since then with steadily increasing attendance and cultural visibility.