



Executive Assistant to the CEO Position Description

TITLE: Executive Assistant to the CEO

FLSA: Salaried, Non-Exempt

I. ORGANIZATION

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to an array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Phase 1 opened in August 2021 and includes Waterloo Park and Moody Amphitheater. Phase 2 construction began in 2023, and Phase 3 remains in planning and design.

II. POSITION SUMMARY

The Executive Assistant to the CEO provides proactive, professional administrative support to the Chief Executive Officer to ensure efficient and effective operations. Reporting directly to the CEO, this highly visible role manages the CEO's calendar and executive administration, oversees communications, meeting coordination, special projects, and stakeholder engagement, and maintains the highest level of professionalism, discretion, and confidentiality. The role also serves as the primary administrative liaison to the Board of Directors by coordinating meetings, preparing materials, and providing administrative support.

III. ESSENTIAL FUNCTIONS

- Provide general administrative support to the CEO, including calendar management, travel arrangements, expense reporting, correspondence, and meeting coordination.
- Manage executive schedules, priorities, meeting preparation, and follow-up actions.
- Prepare executive briefings, presentations, reports, correspondence, and Board materials.
- Anticipate organizational needs and proactively identify solutions and recommendations.
- Manage sensitive and confidential information with discretion and professionalism.
- Facilitate communication between the CEO, executive leadership, Board members, donors, partners, and community stakeholders.
- Coordinate Board meetings, agendas, materials, minutes, resolutions, and action item tracking.



- Maintain Board records, rosters, governance documents, and orientation materials for new members.
- Assist the CEO with fundraising, development activities, and stakeholder relationship management.
- Coordinate executive events, donor engagements, community meetings, and speaking engagements.
- Coordinate and monitor cross-functional projects, organizational initiatives, and special projects.
- Support strategic planning activities, organizational goal setting, and CEO priorities.
- Develop executive dashboards, milestone trackers, and organizational reports.
- Serve as a central liaison across departments to promote collaboration and accountability.
- Participate in organization-wide meetings and contribute to a collaborative team environment.
- Perform other duties and special projects as assigned.

III. ORGANIZATIONAL RELATIONSHIPS

Reports To: Chief Executive Officer

Supervises: May supervise interns and volunteers

Collaborates with: Internal departments, Board of Directors, donors, vendors, community partners, consultants, and stakeholders.

IV. OTHER ACCOUNTABILITIES

Demonstrates professionalism, initiative, sound judgment, resilience, adaptability, confidentiality, and exceptional relationship-building skills. Operates effectively in a fast-paced environment while maintaining diplomacy and professionalism.

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in office, park, venue, and community settings. Regular attendance at meetings, board functions, events, and community activities is required. Evening and weekend work may occasionally be necessary. Reliable transportation is required.

VI. EDUCATION AND EXPERIENCE

Bachelor's degree preferred. Five to seven years of progressively responsible experience in executive support, board administrative support, project management, and senior administrative support. Experience supporting C-Suite executives and Boards of Directors, as well as nonprofit experience, is strongly preferred.



VII. KNOWLEDGE, SKILLS, AND ABILITIES

Superior judgment, confidentiality, and discretion; exceptional communication skills; strong organizational and project management skills; attention to detail; advanced proficiency in Microsoft Office; ability to multitask and manage multiple priorities.

VIII. CORE COMPETENCIES

Decision Quality, Resourcefulness, Ensures Accountability, Collaborates, Communicates Effectively, Builds Effective Relationships, Discernment, and Nimble Learning.

IX. COMPENSATION

Competitive compensation commensurate with experience. Comprehensive benefits package including health, vision, and dental insurance; generous PTO; retirement plan with organizational match.

X. TO APPLY

Qualified applicants are invited to submit a resume, cover letter, and three professional references to careers@waterloogreenway.org. Applicants must possess work authorization that does not require employer sponsorship for a visa.

XI. HIRING PRACTICES

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of duties, responsibilities, and qualifications.

XII. EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants consistent with applicable federal, state, and local laws.