



TOWER GROVE — PARK —

Executive Assistant

Tower Grove Park is known for its unique, historic Victorian architecture, its extensive network of trails, and its signature community events and activities such as the Farmer's Market and the Festival of Nations. However, one of the main attractions for our 2.5 million annual visitors is the 289 acres of green open spaces and woodlands that serve as a natural oasis in the middle of a densely populated, diverse urban area. The living landscape of Tower Grove Park includes 6,900 trees, hundreds of varieties of woody shrubs, stunning horticulture, and many acres of grassy turf in which Park visitors can relax, socialize, exercise, study, and enjoy nature.

Tower Grove Park operates with our core values in mind: accountability, stewardship, teamwork, welcoming, leader and fun. We encourage all of our employees to strive to fulfill these core values to create the best possible experience for our guests.

POSITION RESPONSIBILITIES:

Executive Assistant Duties:

- Serve as Assistant to the Executive Director, Secretary to the Board of Commissioners, and provide admin support to the senior leadership team.
- Perform general administrative tasks to support various departments within the organization including scheduling and organizing team-wide meetings and staff events.
- Attend quarterly Board of Commissioner meetings and Nominating & Governance Committee meetings. Responsible for recording accurate and concise meeting minutes.
- Track and review committee meeting minutes.
- Maintain Board-related documents and files in accordance with Sunshine Law regulations.
- Assist in the orientation and development of newly elected Board members.
- Responsible for updating the Board roster, Park stationery, and email contact groups with the names of newly elected Board members.
- Track volunteer hours for the Board of Commissioners and committee members.
- Order general office supplies.

Human Resources

- Responsible for onboarding new hires and offboarding terminated employees in the various payroll and benefit systems.
- Maintain employee files.

- Manage bi-weekly payroll and pension submittals to the City of St. Louis.
- Input pay adjustments, payroll deductions, manual checks, wage garnishments, and employee updates in Paycor.
- Post open positions on various websites.
- Report monthly the number of Park employees and the number of female employees to the Bureau of Labor Statistics.
- Coordinate HR policies and procedures for all Park staff.
- Assist with the Park's annual open enrollment.
- Coordinate employee engagement activities.

WHO WE'RE LOOKING FOR:

The ideal candidate for this position will have an Associate's degree and at least three (3) years of relevant experience. Extensive knowledge of Paycor and Microsoft Office is a plus. Successful candidates will also have the ability to prioritize tasks and make decisions in a fast-paced environment.

Normal office hours will be between 8:30 a.m.-5:00 p.m. Monday through Friday, with some variations. Some nights, weekends and holidays may be required. After three months of training, this position can work from home two days per week.

Salary range is \$50,000-\$55,000 based on experience.

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life, and short-term disability insurance as well as a retirement plan.

Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of Park facilities.

DIVERSITY & INCLUSION

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age or veteran status.

Please apply for this position at [Indeed.com](https://www.indeed.com) or by emailing completed application to Janice Shanitkvich at jobs@towergrovepark.org