

Executive Assistant



POSITION OVERVIEW

The Japanese Friendship Garden of Phoenix – RoHoEn – is an authentic 3.5 acre Japanese stroll garden with a tea garden and a tea house. This tranquil and beautiful setting features more than 1,500 tons of hand-picked rock, stone foot bridges, lanterns and more than 50 varieties of plants. As you stroll the path, you will enjoy flowing streams, a 12-foot waterfall, and a koi pond with over 300 colorful koi fish.

The mission of the Japanese Friendship Garden of Phoenix is to provide a beautiful place of serenity, peace, education, and cultural engagement.

The Executive Assistant position provides high-level administrative support to the Executive Director, Garden leadership, and Board of Directors. Assist with day-to-day organization of the Garden offices including minor bookkeeping, minor IT and HR support, correspondence, scheduling, and providing exemplary *omotenashi* to Garden guests and stakeholders.

COMPENSATION AND BENEFITS

Schedule: 40 hours per week; some evenings required; remote opportunities available

Wage: \$18.00/hour with \$100.00 monthly cell/internet stipend

Benefits: 40 hours paid vacation time; 40 hours paid sick time
Eligible to enroll in JFG medical benefits program

Status: Full-time, exempt

Reports to: Executive Director

Employer: Japanese Friendship Garden of Phoenix, Inc. 501(c) (3)

RESPONSIBILITIES

- Provides administrative support to the Executive Director, including but not limited to maintaining correspondence and calls, managing calendar and appointments, drafting reports, and completing expense reports for the Director and Garden Curator.
- Provide written translation and verbal interpretation of English and Japanese communications for the Executive Director.
- Provides administrative support for the Board of Directors. Prepare and distribute agendas, minutes, and notifications for full Board and committee meetings, with Executive Director approval. Maintain accurate records including but not limited to attendance, rosters, bios, and board terms of service.
- Coordinate and attend the annual retreat for the Board of Directors and other in-person meetings.
- Serves as primary contact for general information phone calls
- Serve as first point-of-contact for job applicants relative to standard policies, job postings, hiring processes, etc.
- Support Operations Manager and Executive Director in conducting general onboarding and orientation for new hires.
- Performs minor bookkeeping tasks, including but not limited to coordinating submission of all departmental monthly expense reports, etc.
- Perform minor IT support, including basic troubleshooting of Microsoft 365, Zoom, Amazon business, password management software, and board management software.
- Books travel arrangements and drafts itineraries for staff and Board of Directors, as needed.
- Plan and attend department lead meetings. Distribute meeting minutes and all-staff summaries.
- Other duties as assigned by the Executive Director.

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JOB REQUIREMENTS

- Must have four year college or university degree or work experience equivalent.
- Must display fluency or proficiency in written and verbal Japanese and English.
- Impeccable relationship building and customer service skills.
- Ability to maintain discretion where required.
- Must have demonstrated experience with Microsoft Office Suite and Zoom
- Experience with bookkeeping and/or customer relationship management software a plus.

Japanese Friendship Garden of Phoenix is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.