



POSITION DESCRIPTION:

Executive Assistant

Position Type: Full-time, non-exempt (40 hours per week)

Reports to: Chief of Staff

Location: Mitchell Park Horticultural Conservatory (Milwaukee, WI) (primarily on-site; occasional remote work permitted; some evenings and weekends needed)

About Milwaukee Domes Alliance: As an operating partner of the Mitchell Park Horticultural Conservatory, the Milwaukee Domes Alliance (formerly Friends of the Domes) helps cultivate a lifelong love of nature for all visitors through coordinating immersive, restorative experiences within the iconic horticultural oasis.

Deadline to Apply: September 11, 2026

Mission Statement: We provide inspirational experiences that restore connections to nature and community in a one-of-a-kind horticultural oasis at the heart of Milwaukee.

About the Domes: The Milwaukee Domes provides a one-of-a-kind nature retreat that takes visitors across the globe in the course of an afternoon, all housed in the world's most unusual and architecturally significant horticultural conservatory. Home to 2,000 plants from diverse climates, it is the world's only beehive-shaped conservatory. The Domes represent a powerful tool for encouraging visitors to make environmentally sustainable choices within their own families. With shows and displays changing multiple times a year there's always something new to explore at the Domes.

Position Overview: The Executive Assistant is responsible for providing high-level administrative support to senior leadership and serves as a vital liaison to the Board of Directors.

RESPONSIBILITIES

Executive Support (approximately 50%)

- Manage calendars and scheduling for the CEO (primary), Chief of Staff and other leadership team members
- Monitor and triage executive email; flag time-sensitive items daily and track outstanding responses through resolution
- Prepare executives for meetings: agendas, background materials, and follow-up on

action items

- Draft, proofread, and format correspondence and documents
- Handle confidential information - personnel, donor, and board matters - with complete discretion
- Assist with managing internal communications, ensuring key stakeholders are informed

Board & Meeting Support (approximately 25%)

- Assist with board and committee meeting logistics: scheduling, packet assembly and distribution, room setup
- Take and distribute minutes; track board action items to completion
- Support leadership team meetings with agendas, notes, and follow-ups

Organizational Administration (approximately 25%)

- Maintain executive document management and filing systems (Google Drive organization, records retention)
- Assist with database management activities, including updating and adding records
- Coordinate scheduling and document flow with external consultants and partners
- Assist with logistics for donor and campaign events as needed
- Contribute to team efforts by proactively assisting where needed; other responsibilities as assigned

QUALIFICATIONS

The ideal Executive Assistant will bring most of the following qualifications and skill sets:

- 3+ years of experience in administrative support, nonprofit work, project management, and/or office operations
- Proficiency in Google Workspace and Microsoft products
- Comfort with databases/CRMS (Salesforce/Veeva et al.); Asana or similar project management tools a plus
- High degree of confidentiality and executive discretion
- Organized, detail-oriented, excellent communicator (both written and verbal), able to juggle multiple priorities
- Ability to set priorities and adapt to changing needs in a fast-paced environment
- Proactive problem-solver with a solutions-oriented mindset
- Ability to work independently and take initiative
- Positive attitude and team player who enjoys collaborating across departments
- Associate's degree or equivalent experience preferred

Physical Demands: The employee is occasionally required to traverse within their work area as well as other areas of the facility. Ascending and descending of stairs (building that does not contain an elevator). We value diversity: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation and Benefits:

- **\$24.50 per hour**
- **\$7,500 in ICHRA healthcare premium reimbursement;**
- **15 days paid time off; 8 holidays; additional paid sick time;**
- **Flexible work hours; some work may be completed remotely.**

Commitment to Diversity: The Milwaukee Domes Alliance is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Milwaukee Domes Alliance does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table.