



**Job Description:** Artist Boat Inc.  
**Title:** Executive Assistant  
**FLSA Status:** Salaried Exempt  
**Reports to:** Executive Director

**Job Purpose:** The Executive Assistant provides executive-level administrative and operational support to the Executive Director to ensure the effective management and growth of Artist Boat. The position serves as the central administrative hub for the Executive Director's office and is responsible for maintaining strong systems for communications, governance preparation, personnel documentation, development administration, and organizational records. This position manages the flow of information, communications, and documentation across the Executive Director's office and ensures that matters requiring attention are reviewed, organized, and addressed in a timely and professional manner. The Executive Assistant supports the Executive Director's ability to lead the organization, steward partnerships and donors, guide conservation and education initiatives, and manage staff and board relationships. Artist Boat operates complex initiatives including land conservation projects, education programs, public engagement events, and multi-source fundraising efforts. The Executive Assistant plays a critical role in supporting the Executive Director in coordinating and maintaining the administrative systems that allow these efforts to function effectively.

**Personality:** Candidate must be intrinsically motivated, highly organized, and results oriented with a professional and positive outlook. The Executive Assistant must demonstrate excellent communication with the Executive Director and maintain consistent attention to detail, responsiveness, discretion, and confidentiality.

The ideal candidate will:

- Be a forward planner who anticipates needs and manages complex schedules and tasks
- Demonstrate maturity and professionalism in dealing with staff, board members, donors, and partners
- Maintain confidentiality and professionalism in all matters related to the Executive Director
- Be comfortable managing multiple priorities and deadlines simultaneously
- Show initiative in maintaining strong administrative systems that support the Executive Director and the organization.

**Essential Function:**

Provide ongoing executive administrative support required for the successful functioning of the Executive Director and the administrative operations of Artist Boat.

**Executive Administration and Communications Management**

- Manage and maintain the Executive Director's calendar, meetings, travel, and scheduling priorities
- Review, organize, and route incoming emails, calls, correspondence, and documents relevant to the Executive Director
- Track communications requiring response or follow-up and ensure timely attention to important matters
- Prepare correspondence, presentations, and briefing materials for the Executive Director as requested
- Maintain awareness of documents and communications moving through the Executive Director's office

**Board of Directors Support**

- Coordinate scheduling and preparation for Board of Directors and committee meetings
- Prepare agendas, assemble board packets, and distribute meeting materials
- Record, write, edit, and distribute meeting minutes with secretary and committee chairs
- Maintain board records including bylaws, policies, resolutions, terms, and governance documentation
- Support board onboarding and orientation materials for new board members
- Track board communications and assist with preparation of materials for board engagement and decision making

**Human Resources Administration and Staff Onboarding**

- Maintain employee administrative files and personnel documentation
- Assist with onboarding preparation for new employees, including employment documentation and administrative setup
- Prepare onboarding packets, training schedules, and administrative orientation materials
- Maintain documentation related to benefits, insurance communications, personnel policies, required certifications and protocols
- Coordinate administrative elements of employee transitions and updates

**Meetings and Organizational Coordination**



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Inspiration and education through unique coastal experiences

- Assist with planning and preparation for weekly staff meetings and organizational planning sessions
- Prepare meeting agendas, notes, and documentation
- Track follow-up items from meetings and ensure relevant documents are organized and distributed

**Office Administration and Filing Systems**

- Maintain organized electronic and physical filing systems for the Executive Director and administrative offices
- Ensure documents are filed and retrievable across both digital and hard-copy systems
- Maintain records related to contracts, agreements, and organizational documentation
- Support organizational compliance by maintaining accurate records for reporting and documentation following the Retention Policies

**Office Operations**

- Coordinate procurement of office supplies, equipment, and facility needs or maintenance
- Assist with scheduling and coordination of facility maintenance and vendors
- Maintain a professional and organized administrative environment that supports staff operations

**Complexity and Problem Solving**

- Ability to assist the Executive Director with multiple initiatives simultaneously
- Ability to maintain organization and responsiveness in a fast-paced nonprofit environment
- Ability to manage complex calendars, documentation systems, and communications flows

**Discretion and Decision Making**

- Ability to exercise sound judgment in managing communications and documentation
- Ability to act independently while maintaining clear communication with the Executive Director
- Ability to maintain strict confidentiality regarding Executive Director, board, personnel, and donor matters
- Assist with special projects as needed, work weekends or evenings as required for board and committee meetings, fundraising events, and other special events such as World Ocean Day.

**Qualifications**

The ideal candidate will possess:

- 4–7 years of professional experience in executive administration or nonprofit administration
- Experience supporting senior leadership in a nonprofit, educational, or mission-driven organization
- Strong experience coordinating board or governance meetings
- Exceptional organizational and documentation management skills
- High proficiency Apple computers and with advanced Microsoft Office/Excel/Teams and digital document management systems skills
- Strong writing and communication skills
- Ability to manage multiple priorities and maintain attention to detail
- Commitment to the mission of Artist Boat and its work integrating art, science, and conservation

Please submit application package via email to Todd Cleveland at [executive.assistant@artistboat.org](mailto:executive.assistant@artistboat.org) or via snail mail at 13330 Settegast Road, Galveston, TX 77554 by March 26, 2026. The package should include cover letter, resume, and three letters of professional references/recommendations. Applications will be reviewed in full and interviewed based on meeting the qualifications described above and submission of complete applications. Salary: (60K -70K) - Commiserate with Experience; Performance Based Raises; Benefits (Health Care Benefits, Holiday Pay and Paid Time Off Accrual, IRA with 3% match, Vision and Dental, Life and Short/Long Term Disability) Artist Boat is an Equal Opportunity Employer.