



Job Description

Administrative Assistant Garrison, New York

Summary: Headquartered in New York State's Hudson Valley, the Garden Conservancy is a national nonprofit that works to save and share America's outstanding gardens for the education and inspiration of the public.

The administrative assistant provides general office support with primary responsibility for processing mail, answering phones, and data entry.

Duties and Responsibilities

Has primary responsibility for answering the business phone. Skillfully interacts with the public, responds to inquiries, and/or forwards to appropriate staff member.

Assists the administrative coordinator with daily mail processing, including sorting and distribution to staff members.

Provides back up for daily bank deposit and mail pick up/drop off in the absence of the administrative coordinator.

Processes credit card, check, and cash payments and enters deposits into the donor database.

Produces mail merges and lists for all gift and contribution acknowledgments in the absence of the administrative coordinator.

Maintains office supplies inventory by checking stock to determine inventory levels, anticipates needed supplies, evaluates new office products, places and expedites orders for supplies, and verifies receipt of supplies.

Maintains small organization library.

Offers administrative support, as warranted, to various Garden Conservancy departments, including mailings, data entry, and event registrations.

Knowledge, Skills, and Other Abilities

- Ability to multi-task and produce within specific deadlines
- Strong organizational skills
- Maturity and experience handling board members and major supporters

- Excellent verbal and written communication skills
- Detail-orientation, with a high-quality customer service ethos and perspective
- Ability to work collegially and effectively with colleagues

Computer Skills

Knowledge of Microsoft Office Suite, database software, and contact management systems

Education/Experience

High school diploma or general education degree (GED) and two to four years related experience and/or training, or equivalent combination of education and experience.

TO APPLY

Please send your resume, cover letter, and salary requirements to

hr@gardenconservancy.org

Mention "Administrative Assistant" in the subject line.