



## **Program Administrator Hollister House Garden Washington, CT**

The Program Administrator is responsible for the coordination and management of the educational, membership and volunteer programs for Hollister House Garden, a nationally recognized public garden, and a Preservation Partner of the Garden Conservancy.

### Duties and Responsibilities

- Be the primary contact with presenters and instructors for our series of educational lectures and workshops.
- Communicate our requirements and the speaker's responsibilities for each program
- Work with speakers to develop a concise and accurate description of the program
- Assist with the selection of an appropriate photograph illustrating each program
- Deliver all materials for each program to ED in one package and on time
- Follow up with presenters to insure smooth execution of each program
- Set up and oversee lectures and workshops
- Create monthly membership renewal lists using our database
- Generate weekly membership acknowledgement lists
- Follow up with non-renewals
- Keep membership lists up to date on website
- Schedule volunteers and manage all volunteer communication

### Qualifications

- Excellent verbal and written communication skills
- Proficiency with Excel and Word required. WordPress and/or eTapestry a plus
- Able to use and troubleshoot AV equipment
- Highly organized with decision-making and problem-solving skills
- Able to work both independently and collaboratively with ED and board committees

### Additional Qualifications

- Non-profit experience helpful
- Gardening knowledge an asset
- Ability to handle multiple assignments with minimal supervision

### Hours and Compensation

- This is a part time position averaging 8 hours per week but varying by month
- Mostly remote but some in person required
- \$30/hour

### To Apply

- Letter of intent and resume to [office@hollisterhousegarden.org](mailto:office@hollisterhousegarden.org)

### To learn about Hollister House Garden

- [hollisterhousegarden.org](http://hollisterhousegarden.org)