



Job Description

Public Programs and Events Coordinator Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: The public programs and events coordinator works closely with the director of public programs and education to assist in the creation and management of an annual series of public programs and events, including educational programs tailored for the Conservancy's Society of Fellows, our general membership, and our preservation partners.

Duties and Responsibilities

Provides primary support with all aspects of planning, execution, and post-production work involved in presenting lectures, symposia, and Garden Masters programs.

Provides support for cultivation and development events that are coupled with education programs.

Maintain appointment schedule for the director of public programs and education by planning and scheduling meetings, conferences, teleconferences, and travel.

Maintain credit card and cash expense reports and submit to the business office as required for the director of public programs.

Provides administrative support including phone contact, written communications, presentations, and acknowledgements.

Has primary responsibility for the Events email inbox.

Assists with the scheduling, calendars, distribution of materials, database, list generation, invitation mailings, registration, insurance, and invoice processing.

Work with communications department to coordinate marketing and publicity including social media and e-blasts for public programs and events.

Maintains files, research hotels, restaurants, catering, transportation, A/V vendors, photographers, garden and cultural options, and reports on past education programs and development events as requested.

Conducts research of potential hosts, speakers, and presenters.

Manage all logistics, including, but not limited to travel, accommodations and transportation for speakers and presenters.

Reviews contracts and applies for state sales tax exemptions if applicable.

Drafts and proofs program information documents, as well as communications and marketing pieces.

Assists the director of public programs and education with the implementation of a grants program including application process, scheduling grant committee meetings, and correspondence with grantees.

Provides seasonal support for Open Days, Digging Deeper and virtual programs as needed.

Has flexibility to travel and to work occasional nights and weekends for Garden Conservancy education programs and development events.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to multi-task and produce within specific deadlines
- Maturity and experience handling board members and major supporters
- Strong organization skills
- Excellent verbal, writing, editing and communication skills
- Detail-oriented with a higher quality customer-service ethos and perspective
- Ability to work collegially and effectively with colleagues and volunteers

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, database software, email marketing software and contact management systems.

Education/Experience

Bachelor's degree from a college or university; and two to four years related experience and/or training; or equivalent combination of education and experience.

Compensation

The hiring salary for this position is \$47,100 - \$58,900, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Public Programs and Events Coordinator" in the subject line.