



Administrative Coordinator

Organization Overview: Growing Gardens' mission is to enrich the lives of our community through sustainable urban agriculture and empower people to experience a direct and deep connection with plants, the land and each other.

Main Job Functions

- Administrative Coordinator reports to the Deputy Director
- Oversee organization wide administration
- Oversee donor, volunteer, gardener and program participants database
- Oversee registrations for programs, classes and events
- Obtain permits, licenses and keep records for Growing Gardens
- Coordinate program paperwork and records
- Prepare invoicing, light bookkeeping, payroll and new-hire paperwork
- Purchase supplies for programs and organization
- Coordinate IT repair
- Answer phones and schedule volunteers and program clients
- Support for fundraising events

Knowledge, Skills and Experience:

- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software

Required Qualifications

- Must have 3 years experience in office management or administration
- Must have excellent computer skills including working with the Microsoft Office Suite
- Spanish highly desired
- Experience with Quickbooks preferred
- Experience working with a non-profit or donor/ member database preferred
- Gardening experience preferred

Employment Details

- Interviews begin January 9th, 2012

- Preferred start January 23, 2012
- All applicants should be willing to spend time with site staff to gain a clear understanding of the position
- Salaried position is an average of 40 hours a week (hours do change seasonally and can go up to 45+ hours February/March)
- Salary is \$27,040 - \$29,120 annually, depending on experience and qualifications
- Health insurance and retirement benefits available
- Please send your resume, cover letter, and 2 letters of reference to vanessa@growinggardens.org
- This position offers many great rewards and is a great opportunity to put your heart into your work place