

Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Administrative Assistant

FLSA Classification: Non-exempt

Pay Rate: \$18/hour

Part Time: **Full Time:**

Supervision Received: Works under the supervision of Director of Operations

Supervision Exercised: None

Job Summary:

The Administrative Assistant plays a pivotal role in ensuring the smooth operation of daily administrative tasks and logistical support at Santa Fe Botanical Garden. This position requires exceptional organizational skills, attention to detail, and the ability to multitask effectively. The Administrative Assistant will manage calendars, coordinate meetings and events, handle administrative details for onsite events, and serve as the primary point of contact for various administrative tasks.

Essential Responsibilities:

- Manage calendars, schedule appointments, and coordinate meetings and lectures.
- Handle administrative details for on- and off-site events, including booking rooms, ordering lunches, and managing logistics.
- Sign-in attendees and provide on-site technical support during events.
- Operate and maintain audiovisual equipment such as Zoom, Meeting Owl, and speaker setups.
- Assist the Executive Director and other Directors with administrative tasks as assigned.
- Other duties as assigned.

Additional Responsibilities:

- Serve as emergency backup cashier in the Visitor's Center as needed.

Competencies:

- Excellent organizational and time management skills.
- Proficiency in using office software and digital tools.
- Strong attention to detail and accuracy.
- Effective communication skills, both written and verbal.
- Ability to prioritize tasks and manage multiple deadlines.
- Proactive problem-solving and decision-making abilities.
- Ability to work independently with minimal supervision.

Education Requirement

- Bachelor's degree in business administration, communications, or a related field preferred.
- Equivalent combination of education and experience may be considered.

Experience Requirement

- Minimum of 2 years of experience in an administrative or coordinator role.
- Experience with event planning and coordination preferred.
- Familiarity with digital management tools and CRM (Altru) is a plus.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, GSuite).
- Familiarity with audiovisual equipment and video conferencing tools (Zoom).
- Ability to learn and adapt to new software and technology quickly.
- Strong interpersonal skills and ability to interact professionally with stakeholders at all levels.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours or on holidays.

Physical Requirements:

- Must be able to lift up to 30 lbs.
- Must be able to walk on uneven ground and up and down steps.
- Must be able to assist with the set-up and breakdown of meetings and events.
- Must be available to work varying hours, including some weekends.

Working Environment:

- Work is primarily performed in an office setting.

Equal Employment Opportunity:

The Company is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:

Please send your resume and cover letter as attachments via email to hr@santafebotanicalgarden.org and include position title in the email subject line.

Applications will be reviewed **immediately** until the position is filled.

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, community service, presentation of the arts, and the sustainable management of our public garden.

For more information, visit us online at santafebotanicalgarden.org/join-our-team.