

Job Description – Operations and Administration Assistant

Summary:

This is a full time non-exempt position requiring some weekends and evenings, and is primarily responsible for managing the Operations office at the San Diego Botanic Garden. Excellent Customer Service, interpersonal and organizational skills are needed. The Operations and Administration Assistant reports directly to the President / CEO and Director of Operations.

Duties and Responsibilities:

1. Perform front office duties including answering phones, greeting volunteers and visitors, and keeping office and employee kitchen stocked and organized.
2. Process and distribute incoming mail, and send out accounts payable.
3. Support Admissions staff operations, and weekend admissions banks.
4. Prepare Weekend Papers.
5. Manage all AV, IT and PA equipment for meetings, rentals and Board of Trustee meetings.
6. Assist Volunteer Coordinator with Docent Meetings, Docent Training, Tour Guide, and other meetings as needed.
7. Maintain master calendar on Google, including online updates and event/rental bookings.
8. Coordinate bookings on calendar with Senior Education Manager and Wedding Site Manager.
9. Support all staff and volunteers at admission and gift shop with IT systems (includes P.O.S., Square, etc).
10. Oversee general maintenance of office computer equipment.
11. Manage scheduling IT and Phone System needs and repairs.
12. Correspond with public regarding space rentals.
13. Provide site tours for potential space rentals
14. Schedule room rentals, prepare set-ups, manage contracts, insurance liability policies and track payments for rentals.
15. Manage info@sdbgarden.org email address and distribute messages as needed.
16. Prepare and purchase refreshments (food, coffee, catering, etc.) for Board of Trustee Meetings, Executive Committee Meetings, Staff Meetings, Special Visitors, and etc.
17. Attend and record minutes for Trustee meetings.
18. Prepare emails and paperwork for Board of Trustee meetings
19. Assist President / CEO with calendar, appointments, tours and meetings as needed.
20. Assist with other events and duties as needed.

Skills/Requirements:

Interpersonal and communication skills, organizational skills, detail oriented, good follow through, and excitement, professionalism and enthusiasm, are very important for this position. Ideal candidate should have adequate manual dexterity required for operating a keyboard, and the ability to perform light physical work including helping setup the facilities for meetings and events including tables and chairs and the ability to lift up to 30lbs.

Please send resume and cover letter to hr@sdbgarden.org