



THE GARDEN CONSERVANCY

38 KEYES AVENUE, SUITE 106, THE PRESIDIO
SAN FRANCISCO, CA 94129 • 415.441.4300/4343 FAX

Administrative Coordinator

Reports to: West Coast Program Coordinator
Class: Non-exempt
Location: The Presidio, San Francisco, CA
Date: December 20, 2010

Job Function

The Administrative Coordinator will manage the day-to-day office functions, ensure the flow of information, and provide the required resources to guarantee the smooth operation of this regional office's administrative requirements. S/he will also work closely with the West Coast Program Coordinator and the President to support the preservation and outreach activities of the Garden Conservancy's West Coast Office, including numerous education and cultivation programs, annual Bay Area Open Days, and the activities of the West Coast Council.

Duties and Responsibilities

Fully responsible for routine office and support functions of the West Coast Office including daily mail processing, answering phones and directing calls, ordering and maintaining office supplies, basic accounting tasks, filing, and skillfully interacting with the public, volunteers, and headquarters staff.

Fully responsible for maintaining office equipment (telephones, printers, fax, computers, network server) and negotiating any necessary service contracts and contacting vendors when outside service is warranted.

Provide administrative support for the President of The Garden Conservancy including the management and execution of West Coast Council meetings (coordinating meeting space, catering, and rental equipment), coordinating speaking engagements with the NY office, and other activities as directed.

Support promotional activities including marketing and press releases, oversight of mailings, scheduling of e-mail announcements, management of the production of printed materials in coordination with the New York office. Maintain databases, e-mail lists, events and program calendars, and updates to the Bay Area portion of the Garden Conservancy website.

Assist Program Coordinator with planning, promotion, logistics, and follow-up for numerous lectures, seminars, and related garden tours in the Bay Area and other venues. The Administrative Coordinator is responsible for coordination of all event-related details—managing registration and revenue reconciliation with the New York office, speakers (travel arrangements, collecting promotional materials, preparing contracts and handouts), A/V rental and set-up, recruiting and coordinating

volunteers, catering, etc. Support Program Coordinator in payment of invoices and honoraria, correspondence with speakers, event attendees, hosts, and sponsors, and preparation of financial and event reports.

Support additional special events and Bay Area Open Days, assisting with logistics and execution of the events.

Support Alcatraz Historic Garden project staff in scheduling group and special tours, and coordinating speaking engagements.

Qualifications

Two years minimum experience in an office environment
Sincere interest in the activities and goals of The Garden Conservancy

Knowledge, Skills, and Abilities

Thorough knowledge of Microsoft Office Suite (including Excel)
Excellent attention to detail
Ability to prioritize and multitask
Ability to solve problems
Strong interpersonal and communication skills
Working knowledge of Raiser's Edge desirable

To apply, please send a resume and cover letter to hr@gardenconservancy.org. No phone calls please.