

# Monk Botanical Gardens



## Administrative Assistant Position Job Description

**Our mission:** Monk Botanical Gardens cultivates well-being in people, communities, and the environment with experiences that engage, educate, and inspire.

**Summary of Job Description:** The Administrative Assistant is the first point of contact with the organization and requires an outgoing and friendly personality, demonstrated professionalism and tact in communicating internally and externally, and an acute attention to detail. Under the direction of the Executive Director, this position is responsible for providing day to day general administrative support. Desired individual will have experience in donor database management, Google Drive and associated apps, Microsoft Office, website updating, email communications and Canva; experience working with volunteers preferred.

**Status:** Exempt position, 40 hours a week

**Salary:** \$15-18 per hour

### Duties and Responsibilities:

1. **Administrative Support** This position is responsible for providing general administrative support as needed, including but not limited to:
  - Welcome visitors to the Gardens.
  - Answers phone and provides information.
  - Maintain organizational files and documents.
  - Manage donor database.
  - Management of office equipment and supplies.
  - Assist with volunteer coordination.
  - Perform general administrative support.
2. **Bookkeeping**
  - Make bank deposits.
  - Manage credit card reports.
  - Enter bills in Bill.com.
  - Prepare checks.
  - Provide information and data to the financial team, Board & ED.
3. **Special Events**
  - Coordinate MBG tabling at community events and expos.
  - Assist with scheduling of programs and rentals.
  - Assist with coordination of event/program logistics.

#### 4. **Communications**

- Assist with print and electronic newsletters.
- Coordinate website updates.
- Assist with donor communications, including appeal and thank you letters.
- Coordinate bulk mailings.
- Maintain organizational archives.

#### 5. **Take on additional tasks as directed by the Executive Director**

##### **Qualifications:**

- Alignment with mission and passion for the Gardens.
- Excellent verbal and written communication skills that foster relationships.
- Strong interpersonal skills.
- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Related experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment, website and computer programs.

To apply please send a resume, cover letter and contact information for three references via email by March 20, 2026 to Jennifer Plisch at: [jeplisch@monkgardens.org](mailto:jeplisch@monkgardens.org).

[www.monkgardens.org](http://www.monkgardens.org)

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