



Naples Botanical Garden

Position Title: Administrative Assistant

Department: Operations

Reports to: Director of Operations

Organizational Description

Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and science. The Garden's hands-on interactive Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and public programming offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary

Naples Botanical Garden is seeking an organized and motivated Administrative Assistant to support the Operations and Horticulture departments. The position is a 40-hour (5-day) permanent position.

Primary Duties and Responsibilities

- Scheduling of meetings, appointments, deliveries, and other activities
- Ordering supplies and equipment, arranging service calls
- Coordination of department calendars and tracking of daily project needs
- Coordination of work orders
- Travel arrangements
- Expense reports
- Budget reports
- Liaison to other departments to coordinate logistics for events and programs

Additional Responsibilities

- Participate in Garden-wide events, exhibitions and projects as required or needed
- Performs other duties as assigned and required

Key Competencies:

- Excellent verbal and written communication skills; listens and gets clarification; responds well to questions
- Professional personal presentation
- Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments
- Interpersonal - maintains confidentiality; listens to others without interrupting; keeps emotions under control
- Attendance/Punctuality - consistently at work and on time; ensures work responsibilities are covered when absent

- Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan
- Organizational and planning skills – uses time wisely
- Initiative, reliability, and ability to handle multiple tasks

Qualifications

- High school diploma; training or coursework in office skills/office management a plus.
- Five or more years of progressively responsible experience in a similar or equivalent situation.
- High level of proficiency in contemporary office software programs including Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Ability to use standard office equipment (copier, scanner, etc.)
- Ability to function effectively as a member of a team as well as work independently to see projects through to completion.
- Background check required.

To Apply

Please provide a cover letter, resume and contact information for three references by email to resumes@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplegarden.org. Naples Botanical Garden is an Equal Opportunity Employer. Naples Botanical Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin (ancestry), or disability.