

Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Administrative Coordinator

FLSA Classification: Exempt

Pay Rate: \$50,000-\$60,000

Part Time: **Full Time:**

Supervision Received: Position reports to the Executive Director (ED).

Supervision Exercised: Supervises volunteers and oversees external vendors and contractors as assigned.

Job Summary:

Under the general supervision of the ED and in close partnership with other staff as appropriate, the Administrative Coordinator provides operational and administrative support to the Executive Director and serves as a key point of contact for the daily administrative functions of the Garden. This position supports the Board of Directors through scheduling, records administration, and meeting coordination; manages meeting and event logistics across the organization; and maintains shared office systems and spaces. The Administrative Coordinator contributes to an organized, connected, and smoothly functioning work environment.

Essential Responsibilities:

ED and Board Support

- Provides administrative support to the ED and Board of Directors as assigned.
- Maintains the annual schedule of Board and committee meetings; coordinates meeting spaces and video conferencing technology.
- Administers the Board management portal (BoardSpot).
- Administers Board and committee records.
- Attends Board and committee meetings and prepares minutes.
- Distributes meeting materials to Board members in advance of all meetings.

Meeting, Program, and Event Logistics

- Coordinates logistics for on- and off-site meetings and events, including room booking, catering, and setup and breakdown.
- Signs in attendees and provides on-site technical support during events and meetings.
- Operates and maintains audiovisual equipment, including Zoom, Meeting Owl, and speaker setups.
- Assists the ED in coordinating team-building opportunities, including social and professional development activities.
- Attends and assists with special Garden events as needed.

Office Management

- Oversees shared office spaces, including replenishment of supplies and equipment.
- Maintains digital and physical filing systems in accordance with the Garden's Document Retention Policy.
- Monitors and responds to inquiries through the Garden's general information email and phone line, directing messages to appropriate staff.

Additional Responsibilities:

- Other duties as assigned by the ED.
- Attends Garden-sponsored events as appropriate.
- Represents the Garden to members, donors, and the public.
- Maintains and enhances professional knowledge in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.

Competencies:

- Commitment to the Garden's mission.
- Strong interpersonal, written, and verbal communication skills with a high degree of attention to detail and accuracy.
- Excellent organizational and time management skills, with the ability to manage multiple priorities and deadlines simultaneously.
- Sound judgment and the ability to handle sensitive matters with diplomacy and discretion.
- Comfort and adaptability with technology, software, and systems.
- Goal-oriented, yet flexible and adaptable to the needs of the organization and its constituents.
- Have a positive and motivating presence while embracing change and challenge.
- Ability to work as part of a team and to work collaboratively, as well as independently.
- Ability to establish and maintain effective relationships with co-workers, supervisors, vendors, and contractors.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement

- BA/BS degree in a relevant field preferred; an equivalent combination of education and experience will be considered.

Experience Requirement

- Minimum 3 to 5 years of experience in an administrative or coordinator role; Board or committee support experience preferred.

Knowledge, Skills, and Abilities:

Required:

- Proficiency with Microsoft Office, Google Suite, and working CRM knowledge (Altru preferred).
- Familiarity with video conferencing tools and audiovisual equipment and software.
- Ability to learn and administer Board management software (BoardSpot).

Preferred:

- Knowledge of horticulture, botany, and/or botanical gardens.
- Experience with event coordination.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours, and occasionally on holidays.
- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to walk on uneven terrain and navigate stairs.
- Must be able to lift and carry materials up to 35 lbs.
- Must be able to assist with the setup and takedown of Garden events.

Working Environment:

- Work is performed in an office environment.
- Some outdoor and evening work in the Garden for special events.

Equal Employment Opportunity:

The Garden 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.

Job Responsibilities:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific job duties with or without prior notice based on the needs of the organization.

Signature

Date

Printed Name

