



Overview

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. The ideal candidate will play a crucial role in supporting daily office operations, ensuring efficient workflow, and providing exceptional customer service.

Betty Ford Alpine Gardens is a world-class botanic garden and serves as an outdoor classroom for families to discover the floral wonders of the Rocky Mountains and beyond. Providing access to 200,000 visitors annually, the Alpine Gardens also offer educational programs, facility rental and ongoing conservation research. The Alpine Gardens is an organization full of fun and passionate people looking for a self-motivated individual that can succeed in a fast-paced and interactive environment. Each team member serves a dynamic role in the organization and works together to support the mission "to protect the alpine environment through education, conservation and living plant collections".

The Visitor Experience and Administrative Assistant is often the first interaction guests have when visiting the Alpine Gardens and Education Center and will be responsible for the first impression we make. Responsibilities include but are not limited to front desk management, member engagement, volunteer coordination, tour organization, clerical duties, marketing support and event rental assistance.

Responsibilities

- Provide a high-quality experience to all visitors and maintain a welcoming environment.
- Assist guests with guided and self-guided activities while serving as the exhibit host.
- Manage front desk operations and operate point of sale system.
- Perform data entry tasks with a high level of accuracy and attention to detail.
- Collaborate with team members to ensure smooth daily operations and project support.
- Coordinate marketing distribution and ensure regular contact with target media.
- Maintain a best-in-class web presence to drives visitorship, donations, education and programming support.
- Work with Development Director to uphold a donor communication plan that motivates and informs supporters.
- Field requests, coordinate details and execute payment systems associated with private events and private tours.
- Work with Volunteer Engagement Coordinator to excel the volunteer program.
- Provide administrative support for special projects as assigned by management.

Skills

- Excellent customer service and interpersonal skills.



- Strong organizational skills with the ability to manage multiple tasks effectively.
- Ability to be flexible and adaptable to changing needs, resources and requirements.
- Experience working with diverse populations and education and commitment to Diversity, Equity, and Inclusion practices
- Excellent verbal and written communication skills.
- Proficient in data entry with strong typing skills and familiarity with Office 365, Google Suite and Square.
- Ability to learn new software applications such as Canva, Bloomerang, Elementor for Wordpress, Square.
- Experience with social media.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Appreciation for the botanic world.

If you are a proactive individual who thrives in a fast-paced, fulfilling environment and is eager to contribute to our team's success, we encourage you to apply for this exciting opportunity as an Administrative Assistant.

Note: This job description is not intended to encompass all functions and qualifications of the position; rather, it is intended to provide a general framework for the position. Other duties may be assigned as necessary to meet the needs of the organization. This is an in-person, part-time, year-round position.

COMPENSATION: Starting at \$21/Hour DOE

CONTACT:

Ellen Lorenz

Operations and Sustainability Manager

info@bettyfordalpinegardens.org | 970.476.0103 x3