

Administrative Coordinator

Our mission: We garden to create, share and apply plant wisdom in our world.

Job Summary

The Admin Coordinator is an in-office position, responsible for managing daily office functions while providing support to leadership and their administrative needs. The Administrative Coordinator will support various departments across the organization including, but not limited to, HR, Finance and Guest Services. This position requires meticulous attention to detail, exceptional organizational skills, and the ability to manage multiple tasks efficiently. This position will play a crucial role in maintaining organization-wide efficiency while fostering a positive working environment for all. This is a non-exempt, part-time position (25 hours/week) with the potential to expand to full-time within one year. The Admin Coordinator reports to the Chief Administration Officer with a pay range of \$23-\$25/hour.

Essential Functions

- Provide excellent customer service to all staff
- Keep the office organized, stocked and clean, including kitchen, conference rooms, and common work areas
- Manage office operations, including mail, postage, supply orders and equipment maintenance contracts
- Help facilitate support for IT issues
- Support staff onboarding, hiring and training processes
- Maintain first aid kits, Garden wide
- Assist the Leadership Team with administrative tasks and other duties as needed
- Support organization events, occasionally requiring evening attendance
- Support the Garden's safety program

Skills & Abilities

- **Ability to work independently and within a team environment, while remaining flexible and adaptable**
- **Sound judgment and decision-making capabilities**
- Demonstrated analytical and problem-solving skills
- Ability to work well with employees from various departments and offer excellent customer support for their needs
- Attention to detail and high level of accuracy
- Excellent interpersonal, written and verbal communication skills
- Resourceful with the ability to solve problems proactively
- Strong organizational and time-management skills
- Ability to negotiate and build relationships with suppliers

Education and Experience

- 2+ years of experience working as office administrator, preferred
- BA/BS degree, preferred
- Safety program/Workers Comp experience, preferred



JOB POSTING

- Bilingual Spanish, preferred
- Proficiency in Google Suite, Adobe, Microsoft Office

Work Environment

- Mainly office environment, working at a seated or standing desk
- Occasional to frequent walking or golf cart driving across our 37-acre Garden

Physical Requirements

- Ability to safely drive a golf cart with or without passengers or materials
- Ability to lift 30 lbs.
- Ability to occasionally walk to various departments, across 37 acres

Other Requirements

- Must possess a valid driver's license
- Must pass a background check

Other Duties

- As assigned, based on business needs

Benefits

- 10 paid holidays + paid birthday off
- Medical, vision, dental insurance – 75% employer paid
- 401(k) retirement plan with 4% matching
- Supplemental Accident & Critical Illness insurance
- Life Insurance – employer paid
- Flexible Spending Account
- Paid vacation and sick leave
- Garden Membership for employee + 3 additional adults/children

SDBG Diversity Statement

San Diego Botanic Garden is committed to creating, maintaining and growing a welcoming and inclusive environment. Just as our natural world relies on plant diversity, we believe that cultivating diversity amongst our staff and volunteers contributes to a flourishing Garden. We are dedicated to ongoing conversations as we celebrate and support the unique attributes of all people.