



Job Description

Public Programs & Education Associate Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: The Public Programs & Education Associate supports the mission of the Garden Conservancy by ensuring that Open Days data—including host information, garden descriptions, and program records—and the annual Open Days schedule are up-to-date, accurate, and accessible across the organization, and is responsible for providing customer and administrative support for public programs, events, and Open Days.

Duties and Responsibilities

Become familiar with public programs and education events offerings, including the Open Days Program and communicate that to the public and speak knowledgeably about the mission of the Garden Conservancy.

Primary responsibility for answering the department phone, and toll-free line for the Open Days program. Shared responsibility for the Open Days and Events email inbox. Responsibilities include taking phone orders, providing information regarding program and event details, confirming registrations, and responding to other inquiries as appropriate.

Manage website back end to ensure content is current and accurate to database, including admission tickets, directories and other Open Days merchandise and materials.

Serves as secondary contact for Garden Hosts during recruitment and throughout the Open Days season.

Responsible for all data entry related to Open Days into the organization database.

Works with the communications staff to maintain organization graphics database.

Generates door lists for Open Days, Digging Deeper programs and other educational events and programs as needed.

Supports the fulfillment and mailing of Garden Host Kits.

Provide copy and coordination for Garden Conservancy social media channels, and content for e-News, Newsletter, and the Open Days Directory as needed.

Attend Open Days as necessary.

Travel is primarily local during Open Days, although some out-of-the-area and overnight travel may be expected.

Secondary responsibility for the Open Days email inbox.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Detail oriented
- Prioritization and time management skills
- Ability to multi-task and produce within specific deadlines
- Strong organizational skills
- Customer service skills, including phone and email etiquette

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, database software, Adobe Creative Suite, email marketing software, and contact management systems. Experience with Salesforce a plus.

Education/Experience

Bachelor's degree from a college or university; and two to four years related experience and/or training; or equivalent combination of education and experience.

Compensation

The hiring salary for this position is \$42,250 - \$47,650, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Public Program & Education Associate" in the subject line.