



Administrative Coordinator

The Houston Botanic Garden is seeking an Administrative Coordinator to support the administrative team. The Administrative Coordinator is responsible for coordinating and overseeing all administrative tasks within the Garden ensuring its smooth operation by managing schedules, handling office supplies, greeting visitors, and providing administrative support to the Deputy Director and HR Manager.

The ideal candidate is organized, attentive, detail oriented, demonstrates strong problem-solving skills, is skilled in developing relationships both internally and externally, and desires to work in a dynamic organization in a stage of rapid growth. This position will report directly to the Deputy Director.

Main Job Responsibilities:

- Office supply management: Ordering and maintaining office supplies, including inventory tracking.
- Visitor reception: Greeting and directing visitors to the appropriate personnel.
- Mail distribution, document preparation, and filing.
- Scheduling and calendar management: Coordinating meetings, appointments, and travel arrangements for the Deputy Director and other Directors as assigned.
- Communication management: Answering phone calls, managing email correspondence, and internal communication.
- Facilities management: Overseeing office maintenance, repairs, and equipment upkeep.
- HR support: Assisting with onboarding new employees, maintaining employee records, and coordinating with HR department on administrative tasks
- Act as a positive ambassador for the Garden at all times.
- Maintain safe and welcoming environment for all visitors.
- Serve as back-up to Administrative Specialist as needed

Qualifications and Experience Requirements:

- Minimum of HS diploma or GED
- At least 1 yr of experience working in some field of administrative support.
- Excellent written and verbal communications skills
- Ability to manage several tasks and complete projects on time.

- Proficiency with Office software and ability to learn ticketing and POS software (Tessitura and Shopify)
- Ability to maintain the high level of confidentiality
- Capable of lifting 40 lb. weights (tables, boxes, etc.)
- Position subject to passing a criminal background check

Schedule and Salary:

- Full-time - ~35 hr./week
- Monday – Friday; 1 Remote Day/Wk Possible
- \$35,000/yr. plus benefits

Application Procedure:

Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!