

Position: Operations Coordinator

Department: Horticulture and Garden Operations

Status: Non – Exempt, Part – Time, 20 hours weekly

Reports to: Director of Horticulture and Gardens Operations

JOB DESCRIPTION:

Under the direction of the Director of Horticulture & Garden Operations, the Operations Coordinator provides administrative support that is critical to the successful operation of the Horticulture and Garden Operations department. The Operations Coordinator works closely with the Director of Horticulture and the Operations Field Manager to ensure office operations, schedules, ordering and accounting are accomplished in a timely and organized manner.

JOB CLASSIFICATION:

This is a part-time 20 hour per week non-exempt position and may include some evening and/or weekend hours depending on the needs of the organization.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES include but are not limited to:

- Codes department receipts and invoices, and tracks expenses. Coordinates with the Finance department to ensure timely processing of invoices and check requests. Collaborates with Operations Field Manager and Finance department to resolve invoice discrepancies.
- Receives approved purchase orders and coordinates with Director of Horticulture and Garden Operations Field Manager to complete purchases.
- Tracks and follows up on estimates for the Horticulture and Garden Operations department.
- Obtains insurance certificates from contractors and works with the CFO to verify insurance requirements are met. Ensures contractor insurance is kept up to date and communicates with contractor and/or contractor insurance agent to resolve discrepancies.
- Communicates with the appropriate departments within Descanso to provide notice of internal and external construction and maintenance projects which may affect regular operations (including, but not limited to, safety closures). Provides notification in a timely fashion. In coordination with Marketing and PR, creates and posts related signage.
- Oversees administration of garden-wide phone system, including troubleshooting and coordinating maintenance, ensuring setups are up to date, new user and call center setup.
- Assists with Safety Committee records and coordination to maintain standards of the IIPP. Coordinates staff schedules for safety meetings and trainings, as well as monthly attendance records.
- Ensures that contract, insurance and vendor records and information are current and recorded.
- Assists Operations Field Manager in coordination of work order fulfillment.
- Coordinates department meetings, events, room reservation, field trips, catering, and runs errands as needed. Maintains department calendars.
- Responds to vendor and departmental emails and phone calls.
- Receives, processes, and distributes mail.

EQUIPMENT USED:

This position requires use of computers, standard office equipment including photocopier, postage meter, ten key, phone, two-way radio, and golf carts.

This position occasionally requires lifting of up to 15 pounds.

Exposure to various noise levels on a daily basis.

Ability to walk long distances to various outdoor locations and to work outdoors as needed.

QUALIFICATIONS & REQUIREMENTS:

AA degree, preferred.

Two years administrative/clerical experience preferred.

Requires good composition and excellent English grammar and proofreading skills, as well as competency in word processing.

Requires proficiency in the use of MS Office, internet, and email for the creation, production, sharing, transfer, organization, storage and retrieval of reports and documents, including spreadsheets, presentations, reports, and internal and external correspondence.

Demonstration of effective verbal and written communication.

Keyboarding typing skills of 50wpm for memos, minutes, and other correspondence.

Knowledge of skill in operation and troubleshooting of office printers, copiers and other equipment.

CA driver's license required.

Other critical attributes include a high degree of discretion and sense of appropriateness, strong interpersonal communication skills. It is essential that the candidate have the flexibility to function effectively with staff, trustees, donors, members, volunteers, and vendors.

Compensation: Starting at \$15.00 per hour.

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to Jobs@descansogardens.org with Coordinator.2021 in the subject line. Only those meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept Letters of Interest and Resumes until position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex or marital status.