

**Position:** Operations Coordinator

**Department:** Operations/Horticulture/Maintenance

**Status:** Non – Exempt, Full Time - 40 hours weekly

**Reports to:** COO and Director of Horticulture and Garden Operations

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**JOB DESCRIPTION:**

Under the combined direction of the Chief Operations Officer and the Director of Horticulture & Garden Operations, the Operations Coordinator provides administrative support that is critical to the successful operation of the operations and garden field teams. The Operations Coordinator works closely with the Director of Horticulture and the Field Operations Manager to ensure office operations, schedules, ordering and accounting are accomplished in a timely and organized manner. The Coordinator will also be called upon to help with operational needs in the gardens during seasonal events.

**JOB CLASSIFICATION:**

This is a full-time, non-exempt hourly position and will 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 Field Operations Manager and Finance department to resolve invoice discrepancies.
- Receives approved purchase orders and coordinates with Director of Horticulture and Field Operations Manager to complete purchases.
- Tracks and follows up on estimates for the Horticulture, Garden and Operations department.
- Collects/obtains insurance certificates from contractors and works with the CFO to verify insurance requirements are met. Ensures contractor insurance coverage 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 Field Operations Manager in coordination of work order fulfillment.
- Coordinates department meetings, events, room reservations, field trips, catering, and runs errands, as needed. Maintains department calendars.

- Responds to vendor and departmental emails and phone calls.
- Assists, organizes and schedules purchases as needed for event shows. Receives materials and product when delivered.
- 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.

**QUALIFICATIONS & REQUIREMENTS:**

- AA degree, preferred.
- Minimum 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.
- Valid California driver's license.
- Other critical attributes include a high degree of discretion and sense of appropriateness and strong interpersonal communication skills. It is essential that the candidate have the ability to work effectively with staff, trustees, donors, members, volunteers, and vendors.

**PHYSICAL DEMANDS:**

- 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 on paved and unpaved walkways and to work outdoors as needed.
- Ability to work outdoors in inclement weather including cold, rain, heat and nighttime conditions.
- Ability and willingness to work evenings and weekends according to the needs of the organization

**COMPENSATION:**

Starting at \$18 per hour, depending on experience and qualifications.

**TO APPLY:** Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org). Please include **COORDINATOR2021** in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the 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 and applicant will be considered on the basis of individual ability and merit, without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristic protected by law.