



Job Description

Open Days Program Coordinator 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: Reporting directly to the Open Days Program Manager, this position oversees the day-to-day administration of the Open Days Program, including Digging Deeper events. While they assist with Garden Host recruitment, they are primarily responsible for ensuring the smooth operation of the Open Days program over the course of the season. They serve as the main point of contact for active and current volunteers and visitors.

Duties and Responsibilities

Engages active and current Open Days Garden Hosts and Digging Deeper Hosts, including primary responsibility for collecting and maintaining program information and keeping them informed of important benchmarks.

Coordinates Open Days publicity with the Communications Department, including social media posts, press releases, weekly e-blasts, and regionally targeted emails for all Garden Conservancy programming.

Generates "Registration Reminders" for upcoming Open Days and Digging Deeper events and reviews with hosts.

With the Open Days Program Manager, prepares and executes virtual orientation sessions for new and returning Garden Hosts.

Primary responsibility for enquiries from current and active Open Days hosts and Open Days visitors.

Maintains inventory for Host Kits. Solicits and manages hosts' requests for Host Kit content. Prepares and ships kits throughout the Open Days season.

Responsible for host acknowledgment, including generating correspondence and organizing annual host gifts.

Has primary responsibility for the Open Days email inbox.

Has secondary responsibility for the Events email inbox.

Has shared responsibility for customer service inquiries as appropriate.

Assists with Open Days recruitment and publication of the Open Days Directory.

Processes post-Open Day paperwork submitted by Garden Hosts.

Reviews and responds to Open Days visitor feedback.

With the Public Programs and Education Associate, studies and prepares statistics relating to the Open Days season.

Shared responsibility with the Public Programs and Events Coordinator for organizing cultivation events in support of Open Days.

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.

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 \$48,500 - \$54,500, 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 "Open Days Program Coordinator" in the subject line.