



## **Administration Assistant- Membership/Facility Rental Coordinator**

The Arboretum is a 220 acre property in Northern Arizona. It is a beautiful public garden on the Colorado plateau. ([www.thearb.org](http://www.thearb.org)). The Arboretum at Flagstaff is a small non-profit with a wonderful staff that make it a joy to work here. This position will provide the *right* person with ample experience in all of the areas listed below, time permitting. It is an amazing opportunity to learn knowledge, skills and abilities in the personnel, management and finance worlds. This position requires someone with financial intelligence who loves to challenge themselves to work smarter and is accurate and efficient in every detail. There will be full hands on training and a complete step-by-step training guide for the candidate selected for this position.

### **SCHEDULE:**

- Part-time, year round
- Not eligible for benefits
- Approximately 25-30 hours per week
- Must be available for special events which include some nights and weekends
- \$12 per hour

### **RESPONSIBILITIES**

This position has the potential for vast financial experience for any person with financial aptitude and accuracy. Duties may include but are not limited to:

### **PRIMARY DUTIES:**

#### **Facility Rentals & Memorial Coordinator**

- All correspondence related to facility rentals and Memorial orders
- Facility rental tours
- Coordination of facilities rental contracts and invoicing
- Entering all related transactions into QBO & Matchmaker in a timely fashion
- Coordination with facilities, caretakers and other staff as needed
- Maintenance of Rentals calendar (Gmail Master Calendar)
- Coordinate and assist with rental event set-up, take down and cleaning before and after
- Facility Rental & Memorial promotions-solicitation

#### **Membership coordinator**

- Enter membership income and contact information into QBO and Matchmaker
- Preparing and sending:
  - Membership renewal letters and Thank you letters
  - Donation Thank you letters

- Gift Membership thank you letters
- Various yearly solicitation/appeals

**Other duties, as assigned:**

- Pick up/drop off mail
- Making bank deposits
- Scanning and filing documents
- Editing and finalizing Will Call lists prior to each event
- Creating weekly Membership lists for the Visitor Center staff
- Create and send monthly emails lists to Director of Marketing
- All other duties as assigned by Finance Manager. Essentially, you can learn all aspects of the financial responsibilities

**EDUCATION AND EXPERIENCE**

**Required:**

- High School diploma plus college experience
- Must have one year experience in handling cash and finances
- Must have an aptitude for and be proficient with mathematics and financial skills

**KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate will have some knowledge of:

- QuickBooks online
- Excel
- Word
- Power Point Publisher
- Superior organizational and communication skills
- MatchMaker or fundraising software

**TO APPLY**

Email cover letter, resume, and two references to [info@thearb.org](mailto:info@thearb.org)

(No Phone calls please)

Background checks are required for interested persons. Screening of applications will begin immediately. The position will remain open until a suitable candidate is identified. The Arboretum at Flagstaff is an Equal Opportunity Employer. For more details about The Arboretum, visit [www.thearb.org](http://www.thearb.org).

**The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, pot holed and very challenging during inclement weather and between road grading. Candidate must have reliable transportation.**