

## **Part-Time Administrative Internship Job Description**

### **Position Summary:**

American Horticultural Society (AHS), headquartered at River Farm in Alexandria, Virginia, is seeking a student or a recent graduate to fill this part-time, unpaid administrative position for its Rental Team. The candidate must be organized, detail-oriented, tech-savvy, and a collaborative team player. Comfort with Apple products, Microsoft Outlook, and digital calendars is essential. This position offers a flexible schedule, with a commitment of up to 12 hours per week.

The candidate will obtain hands-on experience in a non-profit organization and will support the sales and rental department. Reporting to the Rentals Manager, the intern will acquire client and vendor management skills, data entry, and event logistics. Duties include administrative support, data entry, responding to inquiries, and coordinating schedules.

### **About The American Horticultural Society**

Founded in 1922, AHS is a national organization with approximately 22,000 members. Our national programs include the Great American Gardeners Awards, the National Children & Youth Garden Symposium, an educational travel program, and a Reciprocal Admissions Garden program, among others. The AHS publishes *The American Gardener* magazine six times per year as a primary membership benefit. The AHS website ([www.ahsgardening.org](http://www.ahsgardening.org)) offers resources to horticulturists, gardeners, and other constituents. AHS maintains an active presence across multiple social media platforms.

The Society is headquartered at River Farm, a 27-acre historic garden property overlooking the Potomac River in Alexandria, VA. By joining the AHS's outstanding team of professionals, you can help share the critical role of plants, gardens, and green spaces in creating healthy, livable communities and a sustainable planet.

### **Responsibilities**

To perform this job successfully, an individual must perform essential duties to the expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.

- Providing administrative support to the Events Manager
- Managing and organizing digital and paper files

- Inputting and updating client data in the CRM system
- Responding to event inquiries within 48 hours
- Managing and maintaining the event calendar
- Scheduling tours and assisting with client coordination

### **Qualifications**

Applicants should be enrolled in a business, marketing, and/or hospitality major. Previous experience in an office setting or in the event environment is desired but not required. Good organizational and tech-savvy skills, and a customer service-minded personality are a plus.

### **Compensation**

- This is a part-time, **unpaid** position.
- This position does **NOT** include any benefits (health & vision, 401k, vacation, sick time off, transportation)

### **To Apply**

Qualified candidates should send a resume and a cover letter that describes their experience and interest to Peter Tajat, Managing Director, Property Operations, at [ptajat@ahsgardening.org](mailto:ptajat@ahsgardening.org). Please submit all materials in Adobe PDF or Microsoft Word only.