



Events & Rentals Assistant

Part-time (20 hours per week)

Position Summary

The American Horticultural Society (AHS), headquartered at River Farm on the Potomac River in Alexandria, Virginia, seeks an Events & Rentals Assistant. Reporting to the Events & Rentals Manager, this position will support event rentals (weddings, galas, etc.) at River Farm. The ideal candidate must be highly organized, extremely 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 20 hours per week. This job is perfect for a recent college graduate who has some previous office experience.

The person hired will obtain hands-on experience in a nonprofit organization and will acquire skills related to client and vendor management, customer service, data entry, and event logistics. Duties include managing contracts, communicating with clients, giving tours of River Farm's facilities, tracking data, 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 immersive travel program, and a national Garden Network, among others. The AHS publishes the *American Gardener* magazine six times per year as a primary membership benefit. The AHS website (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 make the plants, gardens, and green spaces at River Farm available to more people while supporting the AHS' purpose of creating healthy, livable communities and a sustainable planet.

Responsibilities

While there may be other job-related responsibilities and tasks, this job description is intended to identify the essential functions and requirements of the position.

- Provide administrative support to the Events & Rentals Manager
- Manage and organize digital and paper files
- Input and update client data in the data base
- Respond to event inquiries
- Manage and maintain the event calendar
- Schedule tours and assist with client coordination

Qualifications

The successful candidate will have the following attributes:

- Highly organized with the ability to pay extraordinary attention to detail.
- Meticulous attention to creating, tracking, and documenting contractual agreements.
- Exceptional customer service and strong interpersonal skills.
- Effective time management and able to manage multiple priorities in a fast-paced environment.
- Flexible schedule; some evening and weekend hours during the busiest rental months.
- Experience with social media is a plus.
- Professional, friendly, and positive temperament.
- Previous experience in an office setting or in the event space is helpful.
- Bachelor's degree or significant relevant experience.

Compensation

- This is a part-time, hourly position, \$18-22/hour.
- Compensation commensurate with experience.
- This position does **not** include benefits (health & vision, 401k, vacation, sick time off, transportation).

To Apply

Qualified candidates should send a resume and cover letter that describes their experience and interest to Peter Tajat, Managing Director, Property Operations, at ptajat@ahsgardening.org with the subject line: Events Assistant.

Please submit all materials in Adobe PDF or Microsoft Word only. The deadline for submitting materials is May 30. However, applicants will be considered on a rolling basis and are encouraged to apply early.

AHS is an Equal Opportunity Employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, or disability.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.