



**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 with previous office experience.

The Events & Rentals Assistant 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, tracking data, responding to inquiries, and coordinating schedules. The strongest candidate will also be primed to assist River Farm's Event & Rentals Manager in communicating with rental clients in a professional and timely manner and giving tours of River Farm's facilities.

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. AHS publishes the *American Gardener* magazine six times per year as a primary membership benefit. AHS' website (ahsgardening.org) offers resources to horticulturists, gardeners, and other constituents. AHS maintains an active presence across multiple social media platforms.

AHS is headquartered at River Farm, a 25-acre historic garden property overlooking the Potomac River in Alexandria, VA. Members of AHS's outstanding team of professionals help make the plants, gardens, and green spaces at River Farm available to more people while supporting AHS' mission.

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 database.
- Respond to event inquiries in a timely manner.
- Manage and maintain the event calendar.
- Schedule tours and assist with client coordination.

Qualifications

A 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.
- Professional, friendly, and positive temperament.
- Bachelor's degree or significant relevant experience.
- Experience with social media is a plus.
- Previous experience in an office setting or in the event space is helpful.

Compensation

- This is a part-time, hourly position, with compensation ranging from \$18 to \$ 22/hour, 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. Applicants will be considered on a rolling basis.

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, gender, age, marital status, sexual orientation, gender identity/expression, or disability.

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