



Events & Rentals Coordinator

Full-Time | Alexandria, VA (Onsite)

Position Summary

The American Horticultural Society (AHS), headquartered at River Farm on the Potomac River in Alexandria, Virginia, seeks an **Events & Rentals Coordinator** to support and manage private event rentals, including weddings, galas, and special events. Reporting to the Events & Rentals Manager, this full-time role plays a critical part in the day-to-day administration and execution of River Farm's robust rental program.

The ideal candidate is highly organized, exceptionally detail-oriented, tech-savvy, and confident in communicating with clients and vendors. Comfort with Apple products, Microsoft Outlook, digital calendars, and CRM-style databases is essential. This position requires a proactive self-starter who can manage competing priorities in a fast-paced, client-facing environment.

This role is well-suited for someone with prior experience in events, hospitality, or venue operations who is ready to take on greater responsibility and grow within an established program.

About the American Horticultural Society

Founded in 1922, AHS is a national nonprofit organization with approximately 22,000 members. Our national programs include the Great American Gardeners Awards, the National Children & Youth Garden Symposium, immersive travel programs, and a national Garden Network. AHS publishes *American Gardener* magazine six times per year as a primary membership benefit, and ahsgardening.org offers extensive resources for gardeners and horticultural professionals.

AHS is headquartered at **River Farm**, a 25-acre historic garden property overlooking the Potomac River in Alexandria, VA. The River Farm team supports AHS's mission by hosting events that help make the property, gardens, and green spaces accessible to a wide audience.

Key Responsibilities

This job description reflects the essential functions of the position but is not intended to be an exhaustive list.

- Provide administrative and operational support to the Events & Rentals Manager
- Serve as a primary point of contact for event rental inquiries and prospective clients
- Manage contracts, amendments, and client documentation with meticulous attention to detail
- Maintain and update client records and data within internal systems
- Manage and maintain the Rentals calendar, including holds, bookings, and internal scheduling
- Schedule site tours for prospective clients
- Coordinate logistics with clients, planners, and vendors as events approach
- Assist with onsite event support during peak rental months, including evenings and weekends as needed
- Maintain organized digital and physical filing systems

Qualifications

A successful candidate will demonstrate:

- Exceptional organizational skills and attention to detail
- Strong written and verbal communication skills
- Professional, polished, and client-focused demeanor
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Comfort with technology, databases, and scheduling tools
- Flexibility to work occasional evenings and weekends during the busy event season
- Bachelor's degree or significant relevant professional experience
- Prior experience in events, hospitality, venue management, or office administration preferred
- Social media or marketing experience is a plus

Compensation & Benefits

- This is a full-time, exempt, salaried position that pays \$45,000
- AHS offers generous vacation and sick time, 12 holidays, individual health, dental, and vision benefits, and a 403 (b) retirement contribution

To Apply

Qualified candidates should submit a resume and cover letter outlining their experience and interest to **Peter Tajat, Managing Director, Property Operations**, at ptajat@ahsgardening.org with the subject line: *Events & Rentals Coordinator*.

Please submit all materials in Adobe PDF or Microsoft Word format. Applications will be reviewed on a rolling basis.

Equal Opportunity Statement

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 or 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 upon hire.