



AHS Assistant Manager of National Programs

Position Summary

This role supports the day-to-day activities of the organization's National Programs, which serve AHS members and the wider public, both in-person and virtually. National Program branches include AHS Lifelong Learning, the AHS Garden Network, AHS Awards, and the National Children & Youth Garden Symposium, as well as grants and publications. The Assistant Manager's responsibilities include support for program development and administration, data management, operational processes, coordination of program communications and marketing initiatives, and top-tier customer service to program participants and other internal and external stakeholders.

The Assistant Manager of National Programs reports to the Director of National Programs. This is a collaborative, public-facing position that interacts with the full audience spectrum, from beginner gardeners to acclaimed horticulturists. The position is suitable for an enthusiastic early career professional and offers opportunities for diverse skill development and for career growth in the organization.

About The American Horticultural Society (AHS)

Founded in 1922, AHS is one of the most respected and longstanding nonprofit gardening organizations in North America. Celebrating the diverse and unique American gardening experience, AHS' membership of approximately 24,000 includes gardeners, plant enthusiasts, and horticultural professionals, as well as regional and national horticultural organizations. 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 25-acre historic garden property overlooking the Potomac River in Alexandria, VA. By joining 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

The Assistant Manager of National Programs will collaborate across the organization and support the programs branches by:

- Responding to program inquiries and providing support to registrants and interested parties, by phone, email, and at times in person
- Coordinating program logistics, including communicating updates to program registrants and scheduling and supporting presenters
- Preparing, editing, and sharing program materials, both physical and digital
- Formatting program information for various platforms and stakeholders, including updating the programs webpages
- Publicizing programs by compiling outreach lists and collaborating with communications colleagues on marketing efforts and materials
- Organizing program-related applications and nominations
- Collecting and analyzing program survey data
- Submitting invoices and tracking payments in collaboration with finance colleagues
- Researching and ordering services and materials
- Keeping up to date on news and innovations in horticulture and related fields
- Providing general administrative support and other duties as needed. Includes occasional evening and weekend program management.

Qualifications

- Bachelor's degree required
- Exceptional communication and writing skills
- Interest in horticulture, gardening, the environment, and education a must. Demonstrated knowledge of horticulture or a related field gained through experience or education a plus
- Familiarity with geography a plus
- Experience in nonprofit or membership organizations a plus
- Experience with Word, Outlook, and Excel a must. Experience with WordPress and Raiser's Edge database a plus
- Demonstrated ability to work independently in a fast-paced environment, set priorities, and manage concurrent tasks with attention to detail
- Qualities to thrive in this position: Proactive, self-motivated, analytical, adaptable, curious, customer-focused, resourceful, and team-oriented. Possessing excellent organizational, interpersonal, and verbal communications skills

Compensation and Location

The Assistant Manager of National Programs is a full-time salaried position that includes generous vacation, holidays, individual health, dental, vision, and 403b benefits. Applicants

will be considered for onsite work at our River Farm headquarters in Alexandria, VA or for remote work elsewhere in the United States. Supervisor is located in the greater Boston region. Compensation is \$47,000-\$50,000, depending on experience.

To Apply

- Qualified candidates should send a resume and thoughtful cover letter that describes your experience and interest to Courtney Alsua, Director of National Programs, at calsua@ahsgardening.org. Please put **AHS Assistant Manager** in the subject line and submit all materials in Adobe PDF or Microsoft Word only. Expressions of interest should be submitted no later than July 29, 2026.

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.