



Program and Executive Assistant Job Description

Position Summary

This role supports the day-to-day activities of one of the American Horticultural Society's (AHS') most engaging programs, the Travel Study Program, as well as provides administrative assistance for two members of the executive team: the President & CEO and the Managing Director, Property Operations. AHS is headquartered at River Farm, a 25-acre historic garden property overlooking the Potomac River in Alexandria, VA.

Responsibilities for the travel program include program development and administration, data management, overseeing operational processes, coordinating communications and marketing, and providing top-tier customer service to program participants and other stakeholders.

Executive team support involves managing various activities related to general operations, staff-related issues, and River Farm. In addition, support for the CEO involves communicating with staff and board.

This role is ideal for a highly organized, early-career professional who wants to support a nonprofit's capacity to deliver on its mission. This is an administrative position with significant opportunities for skill development and career growth.

Core Responsibilities

Travel Program (50%)

- **Program Support and Customer Service**
 - Work closely with the Director of Travel Studies on development and coordination of travel programs
 - Manage program data in Raiser's Edge
 - Maintain professional and service-oriented relations with trip hosts, travelers, and travel partners, ensuring efficiency, accuracy, and the highest level of customer service
- **Communications and Marketing Support**
 - Support development of marketing strategies and initiatives to drive bookings, including photo research, travel webpages, e-brochures, social media campaigns, e-newsletters, print mailings, cross promotion within AHS, and digital and print ads
 - Develop curated AHS content for travelers
 - Assist with communications and engagement efforts with travelers and travel partners

Executive & Operations (50%)

- **Executive Assistance**
 - Provide administrative assistance to CEO and to Managing Director, Property Operations
 - Organize agendas, meeting materials, minutes, and follow-ups
 - Coordinate communications with board members and manage logistics of the annual board retreat
- **Property Operations**
 - Manage office equipment, supplies, and vendors to ensure smooth operations at AHS headquarters
 - Provide occasional back-up to visitor engagement roles
 - Help manage logistics of events at River Farm such as the Gala and the Spring Garden Market
- **Staff Engagement**
 - Support writing and posting job descriptions, managing responses and interviews
 - Coordinate activities for staff meetings and events including celebrations, All Team meetings, and Leadership Team meetings
 - Other tasks as assigned

About The American Horticultural Society

Founded in 1922, AHS is a national organization with approximately 25,000 members. AHS Travel Programs offer immersive and educational small-group travel programs for everyone from garden enthusiasts to professional horticulturists. Other AHS programs include the Great American Gardeners Awards, the National Children & Youth Garden Symposium, and a national Garden Network program, among others. AHS publishes *American Gardener* magazine six times per year as a primary membership benefit. The AHS website (www.ahsgardening.org) offers resources to horticulturists, gardeners, and others. AHS maintains an active presence across multiple social media platforms.

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.

Qualifications

- Bachelor's degree preferred or commensurate knowledge gained through work experience
- Exceptional verbal and written communication skills
- Strong commitment to customer service and hospitality
- Reliable, punctual, and professional demeanor
- Interest in horticulture, gardening, the environment, and/or travel, a plus
- Experience with Word, Outlook, Excel, Blackbaud software, and Raiser's Edge database, a big plus
- Experience in WordPress, SurveyMonkey, Doodle and/or Canva, a plus
- Demonstrated ability to work independently in a fast-paced environment, set priorities, and manage concurrent tasks with meticulous attention to detail
- Qualities to thrive in this position: Proactive, self-motivated, analytical, adaptable, curious, resourceful, positive, and team-oriented.
- Position is perfect for recent college graduate with some work experience including campus jobs, internships and summer positions.

Compensation

The Program and Executive Assistant is a full-time, entry-level salaried position that includes generous vacation, holidays, individual health, dental, vision, and 403b benefits. The position is onsite at our River Farm headquarters in Alexandria, VA. Compensation is \$45,000 - \$48,000 depending on experience.

To Apply

Qualified candidates should send a résumé and brief cover letter to Albert Zani at azani@ahsgardening.org with the subject line, "Program and Executive Assistant." Please submit materials in Adobe PDF or Microsoft Word format. Applications will be reviewed on a rolling basis. Early submission is encouraged.