



Summer Student Job Opportunity

Administrative Assistant

May 10 - August 27, 2024 for 16 weeks

8:30 am to 4:30 pm, 5 days a week (Friday to Tuesday with a half hour lunch break)

General duties:

- Assisting with the general operation of the Park during the summer months as required. This includes promotion and coordination of special events in the Park.
- Answering telephone in a professional and helpful manner
- Monitor email and forward to appropriate volunteer or answer as necessary;
- Prepare rental facilities for events, including set-up and post event cleaning;
- Providing staff relief in Gift Shop when required.
- Processing Point of Sale transactions, prepare bank deposits and cheques for signature
- Monitor and suggest improvement to the Park's website, Facebook and Twitter accounts
- With direction from the Governance Committee develop and/or maintain Organizational Binders for the Park

Rentals:

- To promote, book and organize rentals held in the Park (weddings, hall rentals, photography sessions, etc.) This will require liaising with customers and the Rental Committee.
- To evaluate current pricing of Park rentals to ensure competitiveness.

Plant Sales:

- Assist with the maintenance of plant materials that are for sale (watering, deadheading, cataloguing)
- Arrange plants in the sales area and replace from the greenhouse as required

Education: This position will provide valuable work experience for a post-secondary student by providing an opportunity to learn basic office and accounting skills, volunteer management and research into a nonprofit organization.

Experience: Microsoft Word and Excel experience is required. Interest in horticulture or previous experience in a horticultural setting would be valuable. The position involves interaction with visitors to the Park and the successful candidate should enjoy spending time outdoors.

The employee will be expected to be self-motivated and able to carry out their assigned duties while maintaining a professional and helpful manner. They will report to the chair of the Administration Committee of the St. Albert Botanic Park. A good working knowledge of the administration and operation of a volunteer run nonprofit organization will be gained through a variety of tasks. A variety of responsibilities will create a learning environment for the employee. Instruction and supervision will be provided.

Rate of Pay: \$18.00 per hour

Please send resume and cover letter by email to stalbertbotanicpark@gmail.com