



## **Administrative Assistant - Adult Education**

### Volunteer Position Description

#### **Organizational profile**

Vancouver Botanical Gardens Association, a registered charitable organization, delivers educational programs and Garden projects at VanDusen Botanical Garden, a 55-acre botanical garden and Bloedel Conservatory, a domed, lush tropical rainforest paradise in the heart of Vancouver. As Vancouver's 'green heart,' we help to protect the globe's biodiversity while acting as an oasis of calm in a busy city, providing a place for people to connect with nature and find peace in a world of plants and beauty.

**Purpose:** Provides administrative assistance to the Adult Education Coordinator and aides in managing course preparation, evaluation, promotion and registration.

#### **Responsibilities:**

- Collecting and summarizing course feedback evaluations
- Act as back-up Education Program Host as needed at courses that occur during your shift
- Updating database and website with new course information – comfortable with Wordpress and Amilia or willing to learn necessary skills to complete the tasks.
- Setting up classroom for courses, checking supplies, formatting and printing handouts, creating signage and generating attendance lists from database
- Editing course brochure content

#### **Skills, Attitudes, Knowledge Required:**

- Previous experience working in an office environment
- Excellent computer skills including Excel, Word, familiarity with databases and website
- Accurate data entry, detail oriented
- Strong communicator via phone, in person, and writing to a diverse group of individuals
- Physically able to sit at a desk for extended periods, or occasionally lift tables and chairs

#### **Training and Orientation:**

- Orientation to VanDusen Botanical Garden and the roles volunteers play at the VBGA
- Role specific training with the Adult Education Coordinator

**Time Commitment:** 4-6 hours weekly (varies according to seasonal workload) on Tuesday, Wednesday or Thursday between 10 am and 4pm. A 1 year commitment is requested.

**Authority/Decision Making:** Must be comfortable making decisions and problem solving with minimal supervision.

**Supervisory Relationships/liaison:** Candidate will be supervised by, and liaise with Adult Education Coordinator

**Volunteer Benefits:**

- Grow and practice skills supporting and engaging large teams of volunteers
- Enhance administrative, organizational, and leadership skills
- Opportunity to work with a volunteer management professional in a well-respected non-profit
- Contribute your time and talents in an impactful way for a worthwhile cause
- Reference letter

**To Apply:** Please email your resume and cover letter to Heidi Jakob at [hjakop@vandusen.org](mailto:hjakop@vandusen.org)