



## **Administrative Assistant 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:**

Administrative Assistants provide support to select team leaders and directors throughout the association's many programs and offices.

### **Responsibilities:**

- Provide administrative support including: formatting written material, mail merges, data entry, taking meeting minutes, filing
- Support in the schedule management of tasks specific to director's needs and upcoming events
- Assist with developing written office material and communications
- Performs data entry with great attention to detail to detail and maintains confidentiality
- Possible opportunities to assist with events including preparation, registration, and communication

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

- Previous experience working in an office environment
- Exceptional computer skills including Word, Excel, PowerPoint, familiarity with databases
- Confident in data entry accuracy and extremely detail oriented
- Excellent organizational and communication skills; ability to multi-task
- Strong communicator via phone, in person, and emails to a diverse group of businesses and individuals
- Customer service oriented and brings a positive energy to interactions

### **Training and Orientation:**

- Orientation to VanDusen Garden and the roles volunteers play at the VBGA
- Role specific training, and office orientation with program director

**Time Commitment:** 4-8 hours per week during office hours (Mon-Fri 8:30am – 4:30pm). A 1 year commitment is requested.

**Supervisory Relationships/liaison:** Candidate will be supervised by, and liaise, with their director or team leader.

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

**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)