

**GREEN BAY BOTANICAL GARDEN
POSITION DESCRIPTION**

TITLE: **Part Time Office Assistant Intern**
DEPARTMENT: Administration
STATUS: Non-Exempt, Part Time, Temporary, Internship
REPORTS TO: Executive Administrative Assistant
DATE: December 18, 2018

Position Summary

Primarily assist Executive Assistant in providing administrative and clerical support to Garden staff.

Essential Functions

- Assist in processing large or bulk mail projects
- Perform work-related errands including post office, printed materials, Sam's Club or Festival
- Donation request processing
- Monitor and maintain office supplies (prepare check list)
- Help maintain office equipment
- Assist Visitor Services Desk as needed
- Administrative/clerical duties as requested
- Assist with Garden errands as requested
 - including invitations, reservations, producing nametags, and assisting at events as needed
- Retrieve and sort daily mail when requested
- Other duties as assigned

Education, Experience, and Skills Required

- High School graduate -- Associate degree desirable or Administrative Professional Associate Program Participant
- Previous office experience, data entry and processing large mail projects
- Working knowledge of Microsoft Office and/or other database programs
- Good organizational, planning and prioritizing skills
- Good interpersonal, written and verbal communication skills
- Ability to work with the public tactfully, in a courteous and positive way
- Strong attention to detail and accuracy
- Dependable, reliable and team player
- Must have vehicle, valid D.L. and insurance
- Must occasionally lift and/or move up to 20 pounds
- Experience working within a non-profit environment and/or using community resources is a plus
- Ability to work in a fast paced environment

To apply: Email cover letter & resume to Bobbie Anderson at banderson@gbbg.org.