



Administrative Associate

The Horticultural Society of New York (The Hort) seeks an Administrative Associate to join our growing department. The ideal candidate is an organized self-starter, who can prioritize tasks as needed to meet short deadlines. The Administrative Associate will primarily focus on our Public Space Management Contract ensuring efficiency in procurement, expense tracking, and contract support.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

Responsibilities Include

Administrative

- Manage expenses for credit card holders
- Receive and process invoice payments and other checks
- Prepare and circulate weekly income reports
- Review staff reimbursement forms and submit to Finance
- Review all check requests and submit to Finance
- Document meeting minutes and follow-ups on discussion topics including department meetings and strategic planning initiatives
- Support QuickBooks breakouts and invoicing
- Other tasks as needed

Procurement

- Secure appropriate documentation for all purchases
- Work with program directors to ensure goods and services are acquired in an efficient and cost-effective manner
- Receive deliveries at work sites throughout NYC
- Resolve invoice, quality, and other issues with suppliers

Required Qualifications

- Experience developing and implementing organizational and financial systems
- Excellent computer skills including Microsoft Suite and Excel
- Strong ability to multi-task, excellent attention to detail, and organizational skills



- Ability to take the initiative on projects and tasks with minimal oversight
- Occasional evening and weekend availability

Preferred Qualifications

- Experience with Paychex
- Experience with QuickBooks
- Familiarity with city contract management
- Interest, coursework, or experience in horticulture and gardening

Physical Requirements

- Ability to comfortably lift 15-20lbs
- Ability to sit for prolonged periods of time and work on a computer
- Comfort working outside in various weather conditions
- Ability to bend, squat, sit, and stand

Benefits

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance.

Additional Details

- Salary Range: \$50,000-\$55,000
- Employment Classification: Full-Time Regular
- Reports To: Assistant Director of Administration

How to Apply



To be considered please email a thoughtful cover letter and resume to jobs@thehort.org with 'Administrative Associate' in the subject line. No phone calls.

The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email jobs@thehort.org should you require a reasonable accommodation during the hiring process.