



Office Assistant

The Horticultural Society of New York (The Hort) seeks an energetic, organized, and dedicated Office Assistant to provide support to the Administration department. The Office Assistant will oversee all day-to-day office operations and administrative needs and work alongside our Finance and Human Resources departments. The ideal candidate has previous office experience, strong attention to detail, able to work independently, and has an interest in nonprofit finance and HR.

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:

Office Operations

- Open and close office during the administrative work week
- Prepare outgoing mail and receive and distribute incoming mail
- Receive equipment deliveries
- Maintain accurate and up-to-date filing system
- Ensure a clean and organized office, including supplies management, water plants, serve as the primary office contact for service providers, building staff, and other vendors
- Receive general inquiries via phone and email, direct to appropriate person

Human Resources

- Maintain up-to-date and accurate labor law posters
- Audit personnel files a bi-annually
- Support HR team with staff engagement initiatives including HR Roundups, newsletter, Town Halls, and staff appreciation party
- Support orientations, identify and develop additional trainings needed for new hires
- Visit worksites to check in on crews, drop off materials, provide additional support

Finance

- Support tracking expenses and handling of receipts for staff credit card holders
- Reconcile receipts
- Support contract invoicing process including tracking expenses, time, and reviewing for accuracy.

Other tasks, as needed

**Required qualifications:**

- Excellent communication skills both verbal and written
- Highly organized and able to work independently while managing multiple projects at once
- Proficient in Microsoft Office suite
- Previous experience in OR a desire to enter the field(s) of operations, HR, or Finance
- Ability to work evenings and weekends as required
- All employees must be fully vaccinated against COVID-19 prior to their start date

Details

- Rate: \$22.00-\$24.00 per hour
- Employment Classification: Full-Time Regular
- Schedule: Monday through Friday, 9am to 5pm, onsite at our Midtown Administrative Offices

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.

How to Apply

To be considered, please email a thoughtful cover letter and resume to jobs@thehort.org with "Office Assistant" in the subject line. Incomplete applications will not be considered—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.