



Job Title: Office Administrator & Volunteer Coordinator (Part-Time 20 hours/week)

Location: Asheville Botanical Garden, Asheville, NC

Reports To: Executive Director

Position Overview

Asheville Botanical Garden (ABG) is seeking a detail-oriented, organized, and people-centered **Office Administrator & Volunteer Coordinator** to support the daily administrative, financial, and volunteer coordination functions of the Garden. This 20-hour per week position plays a key role in maintaining smooth operations, providing excellent support to staff, visitors and volunteers. We are looking for a friendly person to join our team who will uphold the welcoming spirit of ABG.

Key Responsibilities

Bookkeeping & Financial Administration

- Maintain accurate records using quickbooks online for the following functions:
- Ensure all bills are paid in a timely fashion.
- Enter receipts for incoming revenue from the gift shop, donations, memberships, classes and events.
- Maintain accurate bookkeeping records.
- Work with the volunteer gift shop buyers group to pay and track vendor invoices and support gift shop–related accounts payable.
- Manage cash, including donations, gift shop income, making bank deposits, and petty cash tracking and reconciliation.

Volunteer Coordination

- Create volunteer schedules for Visitor Center Hosts and ensure shifts are filled.
- Communicate with volunteers to relay information and ensure smooth operations.
- Maintain accurate volunteer records for all current volunteers and track volunteer hours.
- Provide support as needed and engage with volunteers on a daily basis, fostering a positive, friendly and inclusive atmosphere.
- Receive and reply to new volunteer applications.
- Conduct new volunteer trainings for Visitor Center Hosts.
- Coordinate volunteer appreciation and social events.

Administrative & Office Support

- Purchase office, visitor center, and gift shop supplies as needed.
- Answer incoming phone calls and respond to emails.
- Perform filing, recordkeeping, and document organization.
- Assist the Executive Director as needed.
- Assist with customer inquiries and engage with visitors as needed.
- Support staff and board members as needed to ensure smooth daily operations.

Qualifications

- QuickBooks and bookkeeping experience required.
- Previous experience in office administration or related work required.
- Strong organizational skills with careful attention to detail.
- Ability to manage multiple tasks and priorities in a busy environment.
- Strong interpersonal and communication skills.
- Experience working with volunteers is a plus but not required.
- Ability to manage cash responsibly and maintain confidentiality.
- Proficiency with standard office software (Microsoft Office, Google Workspace).

Work Environment & Schedule

- Part-time, 20 hours/week, flexibility in scheduling, ideal schedule will be spread across the week with working hours between 10 am – 4 pm.
- Pay rate: **\$23.15 per hour**.
- Work performed on-site in the Visitor Center Offices.
- Occasional weekend or evening hours may be required for special events, with advance notice.

How to Apply

Please submit a résumé and cover letter explaining your interest in the position and relevant experience via email to office@ashevillebotanicalgarden.org. Please state “Office Administrator & Volunteer Coordinator” in the subject line.