



# THE NATIVE PLANT CENTER

AT WESTCHESTER COMMUNITY COLLEGE

## The Native Plant Center at Westchester Community College Part-time Job Opportunity Administrative and Events Coordinator

### Overview

The Native Plant Center at SUNY Westchester Community College in Valhalla, NY, is a program of the Westchester Community College Foundation and an affiliate of the Lady Bird Johnson Wildflower Center in Texas. The Native Plant Center maintains demonstration gardens and educates the public about the environmental necessity, economic value, and natural beauty of native plants. The Center is seeking a part-time Administrative and Events Coordinator to provide integral program support, including office, event, membership, and volunteer management. The position reports to the Director of The Native Plant Center.

### Responsibilities Include:

- Manage the office and handle all administrative duties, including: mail, phones, e-mail, revenue log, supplies, work orders, invoices, check requests, note-taking at meetings, drafting correspondence
- Organize, coordinate, and implement events and programs, including all logistics, volunteer recruitment, registration, payment processing, greeting/check-in, tabling needs, etc.
- Maintain and manage membership renewals and mailings
- Manage constituent records in Raiser's Edge database
- Manage web-based platforms
- Help to coordinate volunteers and oversee work-study students
- Perform other duties as assigned

### Required Qualifications:

- Detail-oriented with demonstrated efficiency, excellence, and extensive knowledge of organizational and administrative practices
- Minimum of 5 years office management and administrative support experience
- Strong interpersonal skills with the ability to interact professionally with members, donors, staff, and the public
- Team player who can collaborate with wide range of people and take initiative
- Ability to work independently, handle competing priorities, take projects from start to finish, and adhere to deadlines
- Dependable, hard-working, flexible, positive, self-starter
- Excellent written and oral communication skills; math aptitude
- Strong computer skills in Word, Excel, Outlook, Teams, and database programs (preferably donor databases such as Raiser's Edge)
- Experience with e-commerce and other web-based platforms
- Knowledge of social media and simple graphic design a plus
- Interest in the environment and native plants
- Flexibility to work varied schedules, evenings, and weekends as required
- Physical ability to lift 30 pounds
- Valid driver's license

**Additional Information:**

This is a part-time position with more hours worked in-season vs. off-season. The salary range begins at \$30/hour and is commensurate with experience.

**Application Instructions:**

You must be legally eligible to work in the United States at the time of hire. **Qualified applicants should email a cover letter and resume to:** The Native Plant Center

Subject line: Job application

[native.plant@sunywcc.edu](mailto:native.plant@sunywcc.edu)

The Foundation will provide equal opportunity in all of its employment practices to all persons without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, or use or non-use of lawful products off College premises during nonworking hours, or any other status protected by applicable state or federal law.

**About WCC Foundation**

Created in 1969, the Westchester Community College Foundation advances the College's pursuit of excellence in education, research, and public service. The Foundation, a 501(c)(3) tax-exempt organization, has a singular mission: to support Westchester Community College. WCCF consistently ranks among the top 10 highest performing community college foundations in the nation for overall fundraising. To date, the Foundation has raised over \$100 million in philanthropic funds, awarded \$24 million in scholarships, invested \$3.25 million in faculty excellence, received 250,000 volunteer hours, added 72,000 square footage of instructional space to the College campus, established 40 endowed faculty chairs, and created The Native Plant Center.

**About Westchester Community College**

Westchester Community College is a non-residential suburban institution 30 miles north of New York City. In 1957, the County of Westchester bought the 360-acre John Hartford estate in Valhalla and designated 218 acres for the community college. WCC is committed to helping its diverse student population receive a college education. As a Minority and Hispanic Serving Institution, the College has a student body that reflects the diversity of Westchester County: 50% of students are above age 22, 60% are first-generation students, 69% of students are non-white, 49% attend part-time, and 61% of students receive federal, state, or institutional financial aid. In addition to its traditional academic coursework, the College is committed to providing workforce education for "middle skill" employment opportunities in industries that require at least an Associate's degree and provides family-sustaining wages and opportunities for professional growth.