

HOUSTON ARBORETUM & NATURE CENTER

Administrative Manager

Reports To: Executive Director

Employment Status and Salary: Full-Time with Benefits

About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary welcomes over 600,000 visitors annually. Visit www.houstonarboretum.org for more information.

Position Summary

The Administrative Manager serves as a key member of the organization, overseeing daily office operations and providing comprehensive administrative support across multiple departments. This role is responsible for coordinating office functions, supporting staff and leadership, managing facilities and technology resources, and implementing processes that enhance organizational efficiency. The position requires exceptional organizational skills, attention to detail and the ability to manage multiple priorities in an energetic environment.

Office Administration & Operations

- Manage day-to-day office operations to ensure a productive and efficient work environment
- Receive, sort, and distribute incoming mail and package deliveries
- Member of the Emergency Response Committee and point person for emergency responses
- Coordinate new employee onboarding and provide administrative support to staff
- Schedule and coordinate all-staff trainings - CPR, First Aid, Internet Security, etc. as needed
- Review and oversee purchase requests, procure office supplies, equipment and furniture
- Monitor incoming payments (Square/Venmo/QuickBooks) forward receipt to appropriate manager
- Monitor Nature Shop transactions in QuickBooks and be a back-up person for accounting
- Maintain vendor accounts and memberships - Sam's Club, Amazon, Walmart, Home Depot, Lowe's
- Maintain all office and Nature Shop inventory
- Assist with budget preparation for office supplies and all individual program budgets
- Maintain organizational calendars including the Master Calendar
- Oversee Nature Shop staff and monthly schedule
- Management of building access: keys, key cards, security codes and applications
- Administer parking management systems, including license plate databases, parking meters, applications, and employee/visitor parking access
- Coordinate staff meetings, prepare and disseminate minutes, and organize employee recognition celebrations

IT Systems Coordination & System Support

- Serve as the primary point of contact for routine technology and systems support

- Assist staff with troubleshooting Microsoft SharePoint, Outlook, and other software applications
- Set-up and configure computers, workstations, and equipment for new employees
- Store, inventory, perform routine maintenance, and prepare shared technological devices to ensure availability of iPads, speakers, hotspots, chargers, and other tech for all programs
- Coordinate with contractors to resolve hardware, software, telephone, copier, and printer issues
- Maintain user access and program entries for organizational security systems
- Manage and monitor technology-related contracts, including computer systems, copiers, telecommunications, and postage services

Executive Leadership Support

- Maintain Board of Directors records and documentation
- Coordinate Executive Committee and Directors meetings, including scheduling and logistics
- Assist Executive Director in preparing board presentations and annual board orientation materials
- Record and distribute meeting minutes for Executive Committee and board meetings
- Provide technical support and presentation management during board meetings

Development, Marketing & Event Support

- Provide administrative support for all fundraising events, plant sales, and other programs
- Support the planning and execution of major fundraising and community events, including the annual Alfresco Gala, Arbor Cup Golf Tournament, and the ArBOOreturn Fall Festival

Qualifications & Skills

- Minimum of 2–4 years of progressively responsible administrative experience, with demonstrated success managing office operations, coordinating multiple priorities, and supporting organizational objectives in a fast-paced environment
- Strong interpersonal, customer service, and relationship-building skills, with a demonstrated ability to interact professionally and effectively with diverse stakeholders, including staff, volunteers, board members, vendors, and community partners, while fostering a collaborative and positive work environment.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Ability to work independently, prioritize tasks, and meet deadlines with minimal supervision

Compensation

- Salary commensurate with experience - \$60,000 to \$65,000
- Healthcare premium 100% paid for employees with FSA and dental options
- 401(k) and company match and generous paid time off

Work Environment:

This position is based at the Houston Arboretum & Nature Center and includes some weekend and evening work for events. Hybrid flexibility may be considered.

How to Apply

Please send the following to Debbie Markey, dmarkey@houstonarboretum.org

- A resume with work history, education, and any other relevant information
- A one-page cover letter explaining why you are interested in and qualified for this opportunity