



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work in a beautiful setting and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

Summary

The Specialist, Administration focuses on serving Powell Gardens internal and external stakeholders aligned with executive office, finance, human resources, and special projects. The Specialist is responsible for administrative support and specific recurring tasks that serve the processes of Powell Gardens, ensuring clients receive exceptional customer service. In addition, this person orients and trains new employees to use institutional software packages associated with the functions listed above, e.g., purchasing, payment processing, finance.

The ideal candidate has 3-5 years of office management experience and a solid commitment to internal and external client services. Organizational skills and adaptability to changing initiatives are required. Collaboration effectively across the organization and developing harmonious relationships is critical for success.

Essential Functions

Administration Coordination

- Maintain a cheerful, helpful, and solution-oriented demeanor when responding to or serving board members, internal or external clients, members and visitors.
- Uphold effective and timely communication with clients via phone, email, and other software tools.
- In collaboration with the COO, serves as coordinator of tasks associated with board, executive committee, and finance committees.
- Oversee annual contract renewals for equipment and services, e.g., Staples, Amazon, Pitney Bowes, copiers, etc.
- Steward relationship and obligations of trade associations, music licensing, and other contracted services.
- Ensures that systems are in place to keep detailed records of correspondence with clients.
- Serve as the notary for Powell Gardens.

Financial Processes

- Document and process incoming checks as bank deposits.

- Oversees invoice payment process in collaboration with contracted finance staff.
- Work with other departments to create and implement procedures ensuring efficient processes for month-end closing routines.
- Notifies departments of monthly finalized P&L for dashboard review.
- Work with COO on the annual budget process reliant on a timeline and follow-up to deliverables by all department leaders.
- Assist with reporting requirements for the annual audit and time-sensitive financial reporting.

Human Resources

- Support HR initiatives as needed.
- Act as a backup to HR related processes including Payroll, meeting lead, reporting as needed.

Operations

- Utilize software packages for reporting, communication, effective and efficient communications.
- Work with COO to maintain vendor relationships.
- Processes contractual documents in paper and electronic files.

Other Functions

- Minutes
- Calendaring
- Teams
- Act as Visitor Experience Backup by answering phone calls when needed
- Process Mail and Packages as they arrive

Education

- 3-5 years office management or executive assistance experience with financial reporting, accounts payable, and preparing communications.
- A bachelor's degree is preferred.

Knowledge/Experience

- Proven success in compiling data to achieve strategic goals.
- Excellent critical thinking, problem solving and organizational skills.
- Experience with computer systems, including Web-based applications and Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Speak, listen, and write in a clear, thorough and timely manner.
- Exceptional verbal, written, and interpersonal skills.
- Ability to summarize and communication in English moderately complex information in varied written formats to internal and external customers.

Physical Requirements/Work Environment

Primarily Monday through Friday, 8 am to 5 pm, but employee must maintain a flexible schedule as projects and deadlines require. Must be available to work as required at certain events or programs. Working from home is an option occasionally, but being routinely onsite is a requirement depending on Garden activities.

Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; stand for long periods; ability to walk stairs; move quickly, lift items weighing up to 25 lbs. and move throughout a multi-facility work location.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits

Medical/Dental/Vision

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter addressing the following:
 - Discuss your experience as it related to this role
 - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to www.powellgardens.org