



GARRISON INSTITUTE

### **Position Description: Office and Events Coordinator**

The Garrison Institute is seeking an organized, flexible, tech savvy colleague to join our non-profit organization and team. Our ideal candidate enjoys working in a progressive, mission-driven, entrepreneurial environment with a variety of activities and responsibilities. This position is full-time and includes a mix of on-site and remote work hours, excluding days related to events and visiting groups.

#### **Primary Responsibilities/Duties:**

Provides exceptional administrative, clerical and organizational support, some of which includes:

- Assisting with database administration and file importing, maintain electronic and paper file systems
- Supporting logistics for meetings and events from registration to event planning, event set-up and execution both in-person and virtual, help with internal event related processes and customer service related procedures
- Preparing and maintaining expense reports and budget tracking for the COO, assistance with the invoice and payment processes
- Handling incoming mail and correspondence including: drafting, editing and preparing various documents and/or reports
- Screening and responding to incoming calls and special visitors, assisting with the public facing inboxes and accounts
- Ordering supplies, oversight of some office related equipment, conference room set-up
- Managing a variety of assignments requiring sensitivity to confidential information
- Working closely with other Executive or Senior staff on special projects
- Running errands and performing other tasks as assigned
- Other general clerical or administrative tasks as assigned

## **Experience/Skills:**

- Bachelor's Degree with 3+ years of administrative and office support experience, preferably in a non-profit setting
- Demonstrated, effective organizational skills with strong attention to details and the ability to follow up incessantly
- Very strong interpersonal skills helping to build relationships with external partners, donors, stakeholders, and staff team members
- Exceptional written and verbal communication skills
- **Highly proficient** with Mac/PCs, MS-Office Suite, calendar software, databases, social media web platforms, internet research and ZOOM
- Ability to manage multiple tasks and projects concurrently; and to work independently on projects from conception to completion when needed
- Demonstrates high degree of integrity, maintains discretion and confidentiality in relationships and with various assigned projects
- Good problem solver with strong decision-making capabilities
- Possesses flexibility and adaptability to changing priorities
- Maintains focus on the spiritual aspects of the Institute while projecting a calming, concerned and compassionate influence in business and personal dealings. Some interest or experience with contemplative practices

## **About the Garrison Institute**

Founded in 2003, the Garrison Institute is a not-for-profit, non-sectarian organization that explores the intersection of contemplation and engaged social action in the world.

Visit our website and blogs to learn more about our work: [www.garrisoninstitute.org](http://www.garrisoninstitute.org)

We are located in a large former monastery, adjacent to the Hudson River on a scenic, wooded property with access to nature, walking paths and close to a Metro North train station.

## **How to Apply:**

To apply, please email (no phone calls) to HR Dept. your resume and cover letter along with a writing sample to: [Jobs@garrisoninstitute.org](mailto:Jobs@garrisoninstitute.org). This role offers a competitive salary plus a generous benefits package including insurance coverage, paid vacation, retirement plan and more.

**The Garrison Institute is an equal employment opportunity employer.  
Individuals from diverse backgrounds are encouraged to apply.**