



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 with a flexible schedule including a mix of on-site and remote work, excluding days related to events and visiting groups.

Primary Responsibilities/Duties:

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

- Supporting logistics for meetings and events from registration to event coordination, event set-up and execution both in-person and virtual, help with internal event related processes and customer service related procedures
- Assisting with database administration and file importing, maintain electronic and paper file systems
- 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

- Events and/or hospitality experience including a prior customer service focused role
- 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, guests, 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
- Proficiency in Salesforce CRM highly desired
- 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 practice is desired

About the Garrison Institute

Founded in 2003, the Garrison Institute is a not-for-profit, non-sectarian organization whose mission is to apply the skills and wisdom cultivated through contemplative practice, together with the insights emerging from science, to today's urgent social and environmental challenges, leveraging transformational change and helping build a more compassionate, resilient future. Visit our website to learn more: www.garrisoninstitute.org

How to Apply:

To apply, please send your resume and cover letter along with a writing sample to: HR@garrisoninstitute.org. This role offers a competitive salary plus a generous benefits package. Please, no phone calls

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