



The Greenburgh Nature Center is looking for a program administrator. The Nature Center is a 33-acre nature preserve in the heart of lower Westchester County. Our mission is to ignite passion, curiosity, and respect for our natural world.

Position Description – Program Booking Coordinator for Naturalist and Sustainability Programs

This position is a critical role for the Nature Center with a wide-ranging set of responsibilities around programs, administration and operations.

The ideal candidate will have a strong work ethic, work well in a team, and have an ongoing interest and willingness to learn, improve processes and take on new responsibilities. Additionally, a candidate should have a passion for the natural world, including an interest in wildlife and environmental issues.

Responsibilities

- Arrange with members and clients, including schools, pre-schools, camps, and families, to book programs and events at the Nature Center, including Naturalist and Sustainability programs, birthday parties, public programs, and other special events
- Manage registrations and data gathering for Camp sessions, monitor capacity, availability, sign-ups, and payments (or refunds)
- Troubleshoot for potential issues and arrange resolution i.e. weather rescheduling
- Act as central point person for special events, work with team to establish budget, monitor expenditures, and manage any catering
- Gather metrics regarding programs, bookings, schools, etc. as required
- Cover reception responsibilities, along with the finance team
- Outreach to past participants to sell new programs.

Requirements

- Bachelor's degree, US work authorization
- 2-4 years of work experience in similar role
- Strong computer skills with expertise in MS Office suite preferred
- Strong organizational skills and keen attention to detail
- Good oral and written communication skills, outgoing personality with sales skills
- Ability to handle multiple projects and properly prioritize deadlines
- Experience with PayPal, Stripe, JotForm, Clover, Check Front or Bloomerang (CRM) are a plus

Work Days: Full time, salaried position, generally 9 AM - 5 PM, days may vary with flexibility for weekends special events and programs. The Greenburgh Nature Center is a team environment, with the expectation that we all support one another across departments. Flexibility in scheduling is important.

To Apply: Please send your resume and cover letter to finance@greenburghnaturecenter.org



At Greenburgh Nature Center we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We encourage everyone to apply!