

ELIZABETH F.  
**GAMBLE GARDEN**  
HISTORIC HOME & GARDEN

**JOB DESCRIPTION**

**Position Title:** Administrative Assistant

**Reports to:** Office Manager

**Position:** Part-time (20-25 hours), on-site, flexible within 9am-5pm at least 3 days each week; potential to expand to full-time once funding allows

**About Gamble Garden**

Elizabeth F. Gamble Garden is a 501(c)(3) nonprofit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to the garden, a robust volunteer program, educational classes, events, and rental opportunities for the community. Gamble Garden is supported by a small professional staff, an engaged board, and an active volunteer community.

**Position Summary**

The Administrative Assistant provides operational and administrative support to the Office Manager and broader staff team, helping ensure accurate systems, efficient processes, and smooth day-to-day operations. This role supports database management, membership and volunteer administration, event and class logistics, and internal communications, while serving as a reliable back-office resource for staff, volunteers, and visitors.

The Administrative Assistant will be required to undertake a variety of clerical tasks including but not limited to:

**Duties and Responsibilities**

- Database: data entry, data cleaning, report and query creation, maintenance, and scheduling of reports
- Manage administrative functions of the membership program and maintain accurate member records.
- Volunteers: receive, process and track volunteer inquiries
- Provide administrative and logistical support for classes and events, including registration tracking and on-site coordination.
- Provide administrative support for facility rentals, including documentation, payment processing, and calendar coordination.
- Assist with implementing and optimizing operational procedures
- Produce and refine written communications that support the organization's day-to-day operations.
- Build online documents via online forms, Adobe Acrobat, and Square
- Create and maintain filing systems, both electronic and physical

- Connect with and share information with staff and volunteers

### **Essential Qualifications, Knowledge, and Abilities:**

- Two years of college coursework or an Associate's degree and at least two years of related work experience required. Relevant professional experience may be considered in place of formal education.
- **Technology:** Demonstrated ability to quickly learn and utilize new software
  - Experience with donor databases or similar CRM is a plus
  - Familiarity with integrating various applications (Zapier, Forms to Docusign)
  - Proficiency in Google Workspace, Microsoft 365 Word and Excel
- **Decision-making:** Make independent decisions daily, identifying the best way to handle specific tasks
- **Collaboration and Interpersonal Effectiveness:** Build positive working relationships with staff, volunteers, and community members through clear communication and professional, respectful interaction.
- Strong written and verbal communication skills
- **Organizational skills:** Ability to prioritize effectively, manage competing responsibilities, and keep both personal workflow and team systems organized.

### **Physical Requirements**

- Work is primarily indoors, with outdoor exposure on occasion.
- Ability to lift or push up to 10 lbs. occasionally (up to 33% of time), up to 25 lbs. at times.
- Position requires frequent sitting, walking, standing, repetitive hand motion (up to 66% of time); and occasional bending, reaching (up to 33% of time).

*Please note that this is not an exhaustive list of duties and qualifications. The successful candidate may be required to perform additional tasks, as assigned by the supervisor.*

### **Compensation & Benefits : \$22-\$27 per hour**

- Benefits:
  - 11 paid holidays
  - Up to 3 weeks of accumulated PTO
- You'll work alongside a genuinely kind, collaborative staff in one of the most beautiful and serene garden settings in the Bay Area—an environment that supports focus, care, and doing thoughtful work well.

### **How to apply**

[Apply here](#). Applications will be reviewed on a rolling basis with a goal to fill the position as soon as possible. There will be 2-3 interviews as well as a short hiring exercise during the onsite/final interview. Three professional references should be available upon request.

Elizabeth F. Gamble Garden is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws.