



GARRISON INSTITUTE

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 hybrid work schedule including a mix of on-site and remote work, excluding days related to events and visiting groups. Some weekend and evening work due to the nature of our Retreats and Events is necessary.

Primary Responsibilities/Duties:

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

- Supporting logistics for retreats and events from handling registration details, to event coordination, and guest relations for both in-person and virtual events. Coordinator will assist with internal event related processes and customer service related procedures on a weekly basis
- Assisting with database administration, data entry and file importing, as well as maintaining electronic and paper file systems
- 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 basic office related equipment, conference room set-up
- Working with the COO in budget tracking, invoicing and payment processes
- 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 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 computers, MS Excel and Word, calendar software, CRM or databases, internet research and Zoom webinar events/meetings
- Proficiency or some experience in using 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. We are located in the Hudson River Valley on 90 acres in a beautifully renovated monastery. Visit our website to learn more: garrisoninstitute.org

How to Apply:

To apply, please send your résumé and cover letter along with a writing sample to: recruitment@garrisoninstitute.org. This role offers a competitive salary at \$62,000 plus a generous benefits and PTO package. Please, no phone calls.

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