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Job Posting

Part-Time Administrative Help

Date Posted: September 30, 2024

Company: CNGA

About Us

The Colorado Nursery & Greenhouse Association (CNGA) is a non-profit trade association of nearly 300 retail and wholesale nursery and greenhouse operators, retail garden centers, academic institutions, government agencies and related companies serving the nursery and greenhouse industry. Since 1932 we have been providing valuable resources that help our members strengthen their understanding of horticultural business and operations. CNGA creates opportunities for horticultural and associated industry professionals to collaboratively grow their businesses through fellowship, education, advocacy and certification.

Job Description & Responsibilities

We are seeking part-time administrative help to aid with administrative, event, clerical and bookkeeping / accounting tasks. This is a great opportunity to learn association management from the inside out, with opportunity for advancement. Could be a seasonal/job share type position for the right person who works in Nursery/Greenhouse the rest of the year. Highest needs are in September – February, but position available all year. Hours: 20-25 per week (varies, flexible, and can grow with you and your abilities) Pay range \$19-\$21/hour depending on experience

Responsibilities include:

- Writing and sending letters (including using mail merge)
- Event help and set-up
- Answering the telephone
- Ordering office supplies
- Processing payments
- Processing publication orders
- Event organization

Will be in-person most of the time, with some work from home possible.

Nursery and greenhouse/gardening knowledge helpful but not required. Good writing and communication skills required, as well as abilities in Microsoft Office, especially mail merge. Experience in Quickbooks online helpful.

How to Apply

Deadline to apply: December 1. Resume and cover letter to info@coloradonga.org.