



Ithaca Children's Garden

Administrative Assistant

About Ithaca Children's Garden

Ithaca Children's Garden is an award-winning, 3-acre public children's garden designed for kids, enjoyed by all, and driven by a mission to connect children to nature to create a more beautiful, resilient, and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world.

Position Summary

Ithaca Children's Garden seeks a motivated and organized Administrative Assistant to play a key role in the daily operations of the organization. This position ensures that staff, programs, and systems run smoothly, and that the culture and workplace experience at ICG remain welcoming, organized, and connected. This is a highly collaborative role that provides vital administrative, logistical, and operational support across departments.

The Administrative Assistant reports directly to the Executive Director and works closely with the Operations Manager and members of the leadership team.

Compensation for this part-time position (25 hours per week) starts at \$18 per hour, with the potential for expanded hours and responsibilities as organizational needs evolve. This is an on-site position based at Ithaca Children's Garden's office in the Just Be Cause Not-For-Profit Development Center. The schedule is five hours per day, five days per week. Upon completion of onboarding (1-3 months), the option to work up to one day (5 hours) remotely OR four days per week (6.25 hours per day) may be explored.

Benefits include paid time off, the option to enroll in a health care plan, a Simple IRA retirement plan, and other limited benefits. Candidates with diverse backgrounds and identities are strongly encouraged to apply. Applications will be accepted and reviewed on a rolling basis until the position is filled.

Job Functions & Responsibilities

Daily Operations & On-Site Support

- Oversee day-to-day office operations and serve as first point of contact for email, phone, and general inquiries
- Manage office supplies, mail, keys, and procurement
- Support financial processes including check/cash handling, receipts and deposits
- Serve as point of contact for vendors, service providers, and internal systems support



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- Provide administrative and logistical support in maintaining and implementing systems for IT, procurement, and internal communication.
- Provide logistical support for planning, scheduling, agenda-setting, timekeeping, and tracking follow-up actions

HR, Staff, and Volunteer Support

- Provide in-person administrative support for onboarding, payroll and related HR logistics
- Coordinate all administrative aspects of the hiring process
- Coordinate staff training logistics and support professional development tracking
- Liaise with work-study and employee placement programs to support interns and student workers
- Help foster a positive, inclusive, and connected workplace culture through proactive communication and team support.
- Take primary responsibility for donor data entry accuracy, support acknowledgment and stewardship efforts.
- Help maintain clean and effective data across all platforms.
- Support merchandising logistics, including inventory tracking, reordering, and fulfilling small sales.

Program, Mission, and Event Support

- Support administrative and logistical needs across departments, with increased engagement during campaigns, education registration, and special events.
- Field volunteer inquiries and connect individuals with opportunities
- Provide logistical support for — and attend — all seasonal events

Performs other duties as needed to support organizational goals and team success.

Experience & Skills

The ideal candidate for this position will possess the following qualities and attributes:

Essential qualities:

- Culture and mission-driven: Passionate about ICG and increasing opportunities for all children and families to connect with nature.
- Excellent written, verbal, and interpersonal communication skills
- Highly organized with strong attention to detail and ability to manage multiple priorities
- Positive, flexible, and solutions-oriented approach to challenges
- Ability to work independently and collaboratively across departments
- Commitment to inclusion, diversity, equity and accessibility, helping ICG maintain a welcoming, multicultural environment.



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- Customer service mindset and enthusiasm for supporting colleagues and community members.
- Demonstrated ability to foster a positive and collaborative workplace culture.
- Willingness to work occasional evenings and weekends with advance notice.

Technical Skills:

- Proficiency with Google Workspace (Docs, Sheets, Drive, etc.)
- Comfort with project management platforms.
- Familiarity with basic IT troubleshooting and system organization

Preferred:

- Experience in nonprofit administration, communications, or development support
- Valid driver's license and reliable transportation (ICG staff members have the opportunity to utilize the organization's Ithaca Carshare account)

To Apply:

Applications will be accepted and reviewed on and before October 25th or until the position is filled. Please email your resume and cover letter to Director@ithacachildrensgarden.org with "Administrative Assistant" in the subject line. Cover letters can be addressed to Naomi Sukenik, Executive Director. In your cover letter, please briefly describe any relevant experience you have, and your interest in working with Ithaca Children's Garden, including experience and commitment related to diversity, equity, and inclusion.

If you require any assistance or accommodations to submit your application, please contact us as soon as possible so we can assist you.

Ithaca Children's Garden respects, values and embraces the characteristics and attributes that make each individual unique. We strive to provide an environment that attracts, retains, and celebrates people from the rich cultures and walks of life within the communities we serve. ICG is an equal-opportunity employer.

What to Expect Once You Apply

Our team is ICG's greatest asset; we want to find the candidate who best fits organizational goals and complements our existing team. To learn more about what to expect once you apply, visit our website's [Join Our Team page here](#).