



Office Coordinator

October 2026

ABOUT MOUNT PISGAH ARBORETUM

Established in 1973, Mount Pisgah Arboretum's mission is to engage people with nature through interactive learning and stewardship. The Arboretum maintains over 200 acres of diverse native habitats and seven miles of family-friendly trails. The Arboretum's small staff works as a close-knit team to advance our common goals. We enjoy broad support from diverse sources, including more than 2000 members and 500 volunteers. Mount Pisgah Arboretum is a resource for the whole community, and promoting diversity, equity, and inclusion is key to achieving our vision.

PAY & BENEFITS

- This is a year-round, hourly, non-exempt position.
- Pay is \$20-\$22 per hour, DOE. \$1/hour pay increase for Spanish language proficiency utilized in the position
- Benefits include:
 - Employer-paid health insurance after 90 days
 - SIMPLE IRA retirement plan with a 3% employer contribution after one year
 - Paid time off
 - Ten paid holidays per year
 - Funds available for professional development
 - One of the most beautiful work settings you can find, and a strong and supportive team of co-workers.

WORK LOCATION & SCHEDULE

- 32 hrs per week
- Required hours are Tuesday- Friday, 9 a.m.- 3 p.m.; additional 9 a.m.- 3 p.m. on Saturday or Monday (candidate's preference), and 2 floating hours per week.
- Work location is at the Arboretum office located at 34901 Frank Parrish Rd Eugene, OR 97405.

SUPERVISION & SUPPORT

- This position is directly supervised by the Executive Director; the employee is expected to engage in regular meetings with their direct supervisor.
- This position directly supports the Executive Director and the Development Manager, as well as other team members as needed.

PRIMARY ROLES & RESPONSIBILITIES

Administrative

- Serve as main visitor service contact – respond to inquiries in person, by phone, email, or online.
- Provide onsite presence for all service window hours. Designate alternative service window staff for any service window hours not working.
- Pick up, open, and distribute incoming mail, and coordinate bulk mailings
- Process membership dues and donations, update membership database, and send member correspondence.
- Oversee maintenance of CRM Little Green Light, including pulling reports as needed
- Order and maintain office supplies and equipment

- Oversee administrative volunteers
- Manage payment platforms
- Filing and other administrative duties as assigned
- Ensure personnel policies, including personnel manual, are up to date

Large Events

- Coordinate various administrative aspects of annual events, including all things related to our festival ticket processing through Humanitix.
- Provide onsite support for set up, day of and clean up of annual events
- Work collaboratively with a team of partner organizations, staff, and volunteers to ensure events are successful

Team Support

- Become acquainted with roles of other staff and support their work as needed
- Ask for and expect reciprocal support from other team members
- Engage in positive, professional communication with coworkers and community members.

REQUIRED QUALIFICATIONS AND ATTRIBUTES

- Sincere belief in the mission and future of Mount Pisgah Arboretum
- Commitment to equity and inclusion in all aspects of the organization
- Ability to connect with a wide range of demographics utilizing oral and written communication
- Experience interfacing with databases (currently using Little Green Light)
- Solid computer skills including word processing and ability to learn new technological programs
- Initiative to recognize and take advantage of opportunities
- Strong organizational and problem-solving skills and experience tracking multiple deadlines
- Demonstrated ability to work well as a member of a team with efficiency, flexibility, and good humor
- Ability to receive and respond to public comments in a professional and positive manner
- Comfortable working in a dog-friendly office environment
- Customer service experience

DESIRED QUALIFICATIONS

- Conversational fluency in Spanish is desired
- Experience organizing and pulling reports from a CRM
- Experience using Google Suite
- Experience working or volunteering at a non-profit
- Experience in organizing and putting on large events

TO APPLY

Email a cover letter and resume to jobs@mountpisgaharboretum.org with 'Office Coordinator' in the subject line.

First review of applicants on Oct 28th, 2026. Position is open until filled.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to consider your background and qualifications broadly for the role.

Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job. Applications will only be accepted if submitted via the instructions above.