



ADMINISTRATIVE GROUND SUPPORT

Stone Soup Gardens specializes in the design and installation of beautiful, sustainable, and edible garden spaces. We work to connect our clients to their personal environment and their food through education, community building, and permaculture ideals. The Ground Support position is a part – time dynamic office position on our growing team. The successful candidate will have plant knowledge, computer skills, organizational talents, be an excellent communicator while having a sense of humor. Candidates will have experience ordering and sourcing supplies such as plants, stone, or logs, handling phone calls and emails from clients, working on Quickbooks online or similar experience with invoicing, and providing outreach and social media assistance.

Primary Roles and Responsibilities

- Communication:
 - Excellent skills needed to interact with crew for supplies, materials, invoicing, and other needs of the crew
 - Following up with clients on scheduling for maintenance work, other appointments, and new clients as needed
 - Being in touch with Project Managers about appointments, emails, or crew needs
 - Providing social media posts and project updates online
- Invoicing:
 - Corral information from Crew Leads such as invoices, job hours, and work descriptions in order to provide timely, accurate, and consistent invoices to clients.
 - Follow up with clients for unpaid invoices, schedule payment and client check-in dates for Project Manager
- Supplies and Inventory:
 - Daily oversight of crew needs including ordering supplies such as plants, materials, or sourcing logs
 - Running errands if necessary and delivering items to the crew on site
- Outreach:
 - Provide outreach for our various events throughout the year including tabling
 - Scheduling and managing our monthly educational calendar for the crew
 - Organizing potlucks and other Stone Soup functions
- Maintain and Develop Administrative Systems
 - Ongoing assessment of workflow and identifying areas for improvement

Desired Skills and Qualifications

- Excellent verbal and written communication skills
- Excellent organization and problem solving skills
- Tech Savvy--comfortable using Mac platform, Microsoft office software, Google Docs, QuickBooks, Gmail, Facebook, and Instagram
- Plant Knowledge
- Minimum 1-year previous experience in general administrative support, landscaping office work, or comparable skills
- Reliable personal transportation and a willingness to travel throughout greater Seattle
- Honest, dependable, independent, flexible, and hardworking

Pay and Benefits

\$15 - \$17/ DOE, 15 – 20 hrs per week

- Benefits include paid time off, monthly educational workshops, a flexible work schedule, and flexible vacation policy

Please email cover letter and resume to Jake Harris at gardenergnome@gmail.com. No phone calls, please.

www.StoneSoupGardens.com