



## The Gardenista

### **Job Description: Project Coordinator**

You'll be working directly with our Operations Manager to help keep the home office running smoothly. You'll schedule tasks and help monitor customer service requests. You're fun and motivated to learn.

A project coordinator the following responsibilities:

#### **Requirements:**

- Excellent user on things like spreadsheets and documents.
- You know G-suite and have basic computer skills.
- You work well with people and have outstanding interpersonal skills.
- You are flexible in challenging situations and a problem solver at heart.
- You are comfortable with giving criticism and praise.
- You have well developed communication skills.
- Demonstrates a keen eye for design and aesthetics.

#### **Responsibilities:**

- Help with managing online orders and logistics.
- Phone calls and sourcing.
- Support Operations Manager and Facilities manager on an as needed basis.
- Supporting role in maintaining work stations.
- You show up in the field on an as needed basis and help with supporting the gardening teams.
- Office management and support with our various workflows.
- Other tasks as instructed.

To be considered for this position, please email your cover letter and resume to [careers@thegardenista.net](mailto:careers@thegardenista.net).

The Gardenista employees have Respect – for self and others: We work to our potential and make sound, healthy decisions. We empathize with others. We practice kindness and compassion. We celebrate differences as strengths. We are active members of a community and live by our values.

Equal Employment Opportunity: The Gardenista believes that equal opportunity for all employees is important for the continuing success of our company. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, race, age, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training.