



Position Announcement: Office Coordinator

Posted July 19, 2022

Job Type and Schedule: Part-time; 20 hours per week

Compensation and Benefits: \$19 - \$23/hour depending on experience; benefits include paid vacation; 401(k) matched up to 4%; and local food, technology, and professional development stipends.

To apply: Please send an email with title "Office Coordinator Position" with a résumé and cover letter to Alisa Klein, Executive Director, to: alisa@growfoodnorthampton.org

Deadline: Please apply by 5:00 p.m. on Monday August 22, 2022.

About Grow Food Northampton

Grow Food Northampton (GFN) is a food justice organization providing food and land access to all members of our community in Northampton, MA. GFN owns and stewards a 121-acre Community Farm that leases land to ten farms that practice sustainable agriculture, and manages a 333-plot Organic Community Garden. We also operate vibrant downtown farmers markets; grow and purchase local produce for distribution and delivery to community members experiencing food insecurity; educate children and adults about food, gardening, and farming through classroom and farm-based workshops; and manage food access initiatives that invite people of all incomes into the local food movement. Founded in 2010, Grow Food Northampton is rooted in values of racial, economic, and environmental justice, and serves the city of Northampton and nearby communities with four full-time and six part-time staff members, and interns and volunteers.

Position Description

The Office Coordinator (OC) will support the overall functioning of the organization by tending to aspects of organizational infrastructure, administration, fundraising, and basic bookkeeping, in alignment with our values and ethos. This position works closely with the Executive Director, Associate Director, and Director of Development, and collaboratively with other staff and external providers to implement best practices in development, maintenance of office functions and administration of a nonprofit organization.

Responsibilities

Development (50%)

- Process all check, securities, credit card, and other gifts to the organization, including recording donor data and producing and ensuring timely and accurate mailing of donor acknowledgements

- Oversee personalization of donor acknowledgement letters;
- In coordination with the Director of Development and Executive Director, assist with development communications as needed with foundations, corporate sponsors, and other grantors and donors
- Help coordinate CRM management for annual appeals, Valley Grows Day, events and volunteer opportunities, including, but not limited to, setting up sign up/registration processes, data entry and maintenance, and generating reports;
- Participate in training and supporting relevant staff in using the CRM
- Interface with the Development Team to ensure the organization meets its development goals and processing of incoming funds
- Communicate via phone and email with donors as needed to assist them with making gifts or other tasks
- Conduct data maintenance and database administration including updating donor contact information, data imports and updates; email, website, and event sign-ups; and updates from NCOA lists and returned mail; and
- Provide general development administrative support including preparation of mailings and other office tasks.

Bookkeeping and Finance (25%)

- Prepare and record accounts receivable and make weekly bank deposits
- Input and code bills (accounts payable) using a bill pay platform
- Assist in monthly bank account reconciliation
- Ensure all receipts are submitted and organized for staff use of organizational debit cards
- Manage receipts and documentation from staff benefit programs and program activity, and process staff requests for reimbursement

Administration (15%)

- Maintain and implement administrative and IT systems
- Onboard new staff including training them on administrative procedures, IT platforms, equipment, and systems
- Troubleshoot and resolve IT and other systems issues as they arise
- Maintain and update office manual for administrative and operations procedures
- Monitor stock and purchase office supplies
- Maintain office equipment
- Manage incoming mail

General (10%)

- Participate in bi-weekly staff meetings, trainings, and other staff activities, as time allows
- Support staff in promoting a positive organizational climate that fosters employee well-being
- Other duties as agreed upon by Office Coordinator and Executive Team members

Systems We Currently Use

- Finance: Xero, Bill.com
- Time Tracking and Payroll: Gusto
- CRM: Salesforce with NPSP and Apsona (changing to a simpler system in the near future)
- Productivity: Google Workspace, Asana, Calendly, Microsoft Office
- Communications: MailChimp, WordPress

Qualifications

- 2+ years of relevant professional administrative, development, and basic bookkeeping experience
- Excellent working knowledge of Google Workspace and Microsoft Office with technology fluency and capacity to master new platforms and systems and train others in their use. Skilled in using Excel or Google Sheets preferred
- Ability to manage multiple projects and deadlines
- Ability to work with a high degree of accuracy and attention to detail
- Strong communication/customer service skills, including on the phone and written
- Highly collaborative work style
- Emotional maturity and ability to make good judgments about when to seek guidance
- Willingness to participate in regular anti-racism training and the development of a racial justice-focused workplace
- Patience and a positive attitude
- Enthusiasm for the mission, goals, and purposes of the organization
- Ability to meet physical requirements of the position, from sitting or standing at a desk for long periods to safely lifting 30 pounds

Grow Food Northampton is an equal opportunity provider and employer. People of all races, colors, religions, sexual orientations, gender identities, national origins, and ability, are encouraged to apply. We embrace diversity and equal opportunity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.