



# ORGANIC FARMING RESEARCH FOUNDATION

*Fostering the improvement and widespread adoption of organic farming.*

## **Executive Assistant/Office Manager Organic Farming Research Foundation**

### **ORGANIZATIONAL BACKGROUND**

The mission of the Organic Farming Research Foundation (OFRF) is to foster the improvement and widespread adoption of organic farming systems. Since our founding in 1990 OFRF has sponsored organic farming research, education, outreach, to support organic and transitioning farmers across North America. This work is complemented by efforts to share our findings with policy makers, agricultural institutions, and federal agencies that can use the results to implement broader change and help to advance the sector. OFRF envisions a future where organic farming is the leading form of agriculture.

### **POSITION OVERVIEW**

The OFRF Office Manager/Executive Assistant will provide executive-level support to the Executive Director (ED) and ensure the smooth and efficient operation of the office and support systems. This includes maintaining an organized, professional and collegial office atmosphere by managing the basic mechanisms and infrastructure of the OFRF office including tasks associated with office administration, bookkeeping, human resources and IT support.

This is a full time, exempt position based out of our Santa Cruz office.

### **ROLES AND RESPONSIBILITIES**

#### *Executive*

- Provide executive-level administrative support to the Executive Director.
- Type drafts and finished documents of a variety of material from written and verbal instructions.
- Provide organizational, IT and logistical support for our Board of Directors and board Committee meetings.

#### *Office & IT*

- Manage and maintain equipment, maintenance agreements, and supplies inventory.
- Coordinate IT support to staff.
- Be the primary contact for service providers and office vendors.
- Organize and maintain office hardcopy and electronic files.
- Maintain the general OFRF office calendar, including booking conference room and conference lines.
- Oversee state filings and other state and government reporting.
- Answer phones daily, respond to email inquiries and compose routine correspondence.
- Monitor and maintain OFRF's database, including data input, query, reporting, and developing processes for improved database functions.

### *HR & Accounting*

- Under direction of senior management, coordinate human resources functions including, personnel files, new hire documentation, and benefit enrollment/maintenance.
- Monitor employee timecard system and submit time off records to accountants bi-monthly.
- Prepare and code accounts receivables and accounts payable and monitor monthly coding.
- Oversee the organizations audit process and work with accountants to prepare.
- Work with program staff to track restricted funds spending and budgeting.
- Prepare month end reconciliation documents for accountants.

### **SKILLS AND QUALITIES**

#### *Required*

- Proven experience in a similar position that has required critical thinking, good judgment, meeting deadlines, and problem solving.
- Excellent organizational and communication skills.
- Basic knowledge of office equipment and network systems.
- Dependable and responsible with strict attention to detail and accuracy.
- Ability to proofread documents.
- Ability to maintain confidentiality when working with documents and files.
- Demonstrated proficiency in Excel (intermediate-advanced), PPT, Word and Outlook.
- Proficiency with MAC and PC computers.
- Ability to work independently and as part of a team.

#### *Preferred*

- AV and IT equipment experience.
- Salesforce experience
- Interest in the improvement and widespread adoption of organic farming systems.

### **COMPENSATION AND BENEFITS**

OFRF offers competitive salaries, a full range of benefits, and a great work environment. We look for co-workers who can have fun while working as hard as we do for a cause we love.

### **TO APPLY**

Submit your complete packet with “Executive Assistant/Office Manager” in subject line via email to [jobs@ofrf.org](mailto:jobs@ofrf.org). All qualified applicants should submit:

- A cover letter stating your interest, qualifications, and salary requirements.
- A resume outlining your skills and experience.

Please visit [www.ofrf.org](http://www.ofrf.org) to learn more about the Organic Farming Research Foundation. Organic Farming Research Foundation is an Equal Opportunity Employer.