



# FRESHFARM

nourishing our food future

## OFFICE MANAGER

Updated: April 2024

**WHO WE ARE:** FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. We are a growing organization that currently employs ~150 staff, including around approximately 66 full-time, 30 part-time, and 40 part-time seasonal employees.

### WHO YOU ARE:

- A highly-organized and proactive problem solver with keen judgment a strong ability to prioritize across multiple tasks and areas of responsibility
- Motivated to utilize your admin and project management skills in a mission-driven environment
- Excited to support and be a part of a dynamic team with diverse and varied backgrounds
- A clear and transparent communicator skilled at building strong relationships with colleagues

### WHAT YOU'LL DO:

FRESHFARM's Office Manager will be responsible for overseeing the usability of the FRESHFARM office, administration of organization-wide systems, and execution of key operations and finance processes to ensure the success of FRESHFARM's work as an organization. This position will also provide some HR support by contributing to new staff onboarding and supporting opportunities for continued staff engagement. This role reports to the Finance & Operations Director and sits on the Finance & Admin Team.

#### Internal Operations (35% of total work time)

- Administer internal communication systems, organization insurance policies, and org-wide subscription services & software (i.e. Adobe, Zoom, Amazon Prime, Microsoft 365)
- Monitor inquiries sent to general FRESHFARM inbox and coordinate response with team
- Maintain organizational insurance policies & manage renewal process across teams

#### Office Management (30% of total work time)

- Contribute to and execute policies to purchase and manage office supplies and technology
- Manage company office membership, amenities, and key-card access in co-working space
- Check mail weekly at office and at PO box (1380 Monroe St NW) and distribute to staff

#### Financial Administration (20% of total work time)

- Monitor FRESHFARM Payables inbox; enter bills weekly and process and mail checks to vendors
- Remote deposit and create records for cash & checks on weekly basis
- Pull supporting documentation for monthly grant invoicing

#### Staff Engagement & HR Support (15% of total work time)

- Support planning & execution of staff meetings, engagement events, and celebrations
- Coordinate & contribute to new hire orientation and training on administrative systems

### THE PERKS:

- Enjoy a relational workplace that values our people as the engine of our work
- Gain daily exposure to innovative and cutting-edge food justice work in the DMV
- Play a key role in supporting critical functions of a growing and mission-driven organization
- Develop vibrant relationships with diverse coworkers across our many teams

## THE DETAILS:

- This is a full-time, exempt position compensated at \$48,000 - \$52,000
- This employee will be expected to work Monday - Friday during normal business hours. Very infrequent weekend or holiday hours may be required to support FRESHFARM's market staff.
- The person in this role will work at least three days per week from the FRESHFARM office (1100 15th Street NW). This employee will also need to go weekly to our PO box (1380 Monroe St NW). Other work can be done remotely with supervisor approval.
- All full-time employees receive 72 hours annual sick leave, 11 annual holidays (8 hours each), 3 floating holidays per year, and accrue 80 hours of annual vacation leave (with increases after 3 and 6 years of service). This role will also be eligible for 12 weeks paid parental leave, 2 weeks prenatal leave (through DC paid family leave), and bereavement leave (as needed).
  - Typically, FRESHFARM offices close for a 1 week winter break, which includes paid time-off for salaried employees.
- Eligible to enroll in 100% employer covered healthcare, as well as generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP).
- Eligible to contribute to a 403b plan (opt-in; roth or post-tax).

## PHYSICAL & OTHER REQUIREMENTS

- 1-4 years of experience with administrative work or project management required
- Proficient with GSuite, including Google Docs and Sheets & competent with basic tech fixes; comfortable working with researching and troubleshooting technology
- Ability to occasionally lift/move/transport objects weighing up to 35 lbs.
- Access to personal smartphone required; \$25/month tech stipend provided for use
- This role requires access to a laptop with 8GB RAM and webcam. FRESHFARM will provide a triennial stipend of \$1000 to maintain or to purchase such a personal device, if needed

## HOW TO APPLY:

- To apply, [please submit this application form](#); applications will be reviewed on a rolling basis, with **priority given to applicants that apply by April 24th, 2024**
- Applicants select to advance should expect to participate in a 1 hour virtual interview. Finalists will then be asked to participate in a hiring exercise (paid time) and invited to a final 1 hour virtual interview. **Our goal is for this candidate to start by early June.**

## EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. **We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities.** We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.