

## **Northeast Organic Farming Association of Vermont (NOFA-VT)**

Office Manager Job description

Hours per week: 32 hrs/wk

Reports to: Finance Director

### **General Summary**

NOFA Vermont is seeking an Office Manager, based out of our Richmond office, to be responsible for office administration, membership support, and program staff support.

We are seeking a candidate who is familiar with local and organic agriculture, is detail oriented, has excellent organizational and interpersonal skills, is able to juggle many tasks, has experience with the Microsoft Office Suite, IT experience in a server environment, and familiarity with database management.

### **Essential Job Responsibilities**

- **Office Administration:** Perform a wide range of duties to facilitate the smooth functioning and maintenance of the NOFA-VT office, including answering phone and e-mails and responding to requests for information, coordinating and administering all office mailings, recording staff and committee meeting minutes, maintaining inventory and ordering supplies, and working with IT consultant to oversee the functioning of office systems – computers, printers, copier, phones and fax. Work closely with the Office Assistant to complete these administrative duties.
- **Outreach:** Prepare outreach materials and oversee registration for specific NOFA-VT events (e.g. registration forms, lists, signs, etc.). Review and approve online Calendar and Classifieds listings. Assist with the distribution of NOFA-VT promotional materials and publications.
- **Publications:** write articles and help edit NOFA Notes, the VOF Farm & Food Guide, and other NOFA-VT publications.
- **Program and Administrative Staff Support:** support program staff with mailings and communication, support staff technology, equipment, and supply needs. Assist program directors with job/internship postings and applications.
- **Board Support:** attend and take minutes for board meetings, as requested by the Executive Director. Serve as board secretary.
- **Volunteer Coordination:** recruit and coordinate volunteers for office tasks and events.

### **Education and Experience**

Job duties require knowledge of administrative systems for a non-profit office, and comfort with IT problem solving.

### **Qualifications**

- Strong organizational and time management skills.
- Excellent interpersonal and verbal communication skills.
- Good general understanding of and interest in organic agriculture, local food systems and ability to communicate and build excitement and trust around our work.
- Writing, editing, grammar, and proofreading skills.
- Excellent attention to detail, accuracy, quality, confidentiality, and an effective customer service focus.
- Experience with IT in a server environment and database management.
- Ability to work occasional weekends and late afternoons.