



## **High Desert Food & Farm Alliance**

**Job Title:** Administrative & Program Assistant

**Location:** Bend, Oregon

**Status:** Non-exempt, Part-time, 20 hour/week at \$17/hour, benefited

**Application Closing Date:** Open until filled

**Interview Dates:** May 13 and May 20, 3-6pm

**Start Date:** No later than June 1st or two weeks from offer date

The High Desert Food & Farm Alliance (HDFFA) is a non-profit whose mission is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusivity. We meet our mission by fostering relationships between producers (farmers, ranchers and food businesses) and consumers, increasing awareness of and access to food from our region, and cultivating community participation with local food. We serve farmers, ranchers, food businesses, nonprofits and underserved families in the high desert region of Crook, Deschutes and Jefferson Counties. We believe everyone deserves good food.

We offer four core program areas: Grow & Give, a fresh food donation and on-farm gleaning program; VeggieRx, a fresh vegetable and fruit prescription program; Agricultural Support for farmers and ranchers; and our annual online and print High Desert Food & Farm Directory.

### **Position Summary:**

The Administrative & Program Assistant will provide administrative support to the Executive Director and program support to the staff focused on food access, farming and Food & Farm Directory. They will be relied upon to accurately and efficiently complete tasks and will engage in activities that help ensure the efficiency and productivity of our programs. The applicant must enjoy engaging with the public, be very organized and detail-oriented, and self-directed. If you are looking for an administrative job with enough subject matter diversity to satisfy the most adventurous at heart, this position is for you!

### **Essential Position Duties:**

- Have a working knowledge of HDFFA and our mission, values and projects
- Provide administrative support to the Executive Director and Community Engagement Manager including administrative functions, fundraising, events, and donor management
- Support program activities as needed by staff
- Support business Partners and the Food & Farm Directory program
- Manage volunteers through an online portal and providing training as needed
- Website updates and blog posts
- Event coordination including calendaring and tabling
- Manage media communication
- Support consistent branding and material creation
- Monthly creation and delivery of newsletter
- Social media posting
- Google Drive file management

**Qualifications:**

The ideal candidate will have a Bachelor's degree and 1-2 years experience in administration and program support as well as nonprofit experience. They will possess excellent organizing and public relations skills and be self-motivated and able to work as a team. Must have administrative and management skills including use of Microsoft Office and Google (gmail, docs and Drive) and knowledge of or willingness to learn online programs and applications.

- Bachelor's degree and/or experience in related field
- Experience in administrative work
- Extremely organized and efficient
- Experience volunteering or working with a non-profit
- Excellent written and verbal communication skills
- Collaborative, administrative and management skills
- Excellent interpersonal skills
- An eye for design and creating marketing materials
- Able to use Microsoft Office programs and Google Drive efficiently
- Familiar with MailChimp, Wordpress (optional Adobe InDesign)
- Possess strong organizational, detail oriented, and time management skills
- Exhibit a positive attitude and have proven ability to work effectively as part of a collaborative team
- Familiar with food systems and food insecurity

**Compensation, Benefits and Time Commitment**

This position is non-exempt, part-time, 20 hours/week at an hourly rate of \$17/hour.

Benefits include:

- Paid sick, vacation and holiday
- \$200 monthly health stipend after probationary period of 520 hours
- Savings Incentive Match for Employees (SIMPLE) for eligible full-time and part-time employees after 520 hours worked.
- Access to pre-tax Aflac benefits
- Annual professional development stipend
- Amazing team to work with!

In this position there is opportunity for growth, dependent upon desire and funding. Some evening and weekend hours will occur. The position is primarily based in our Bend office; however, while COVID is still an issue, staff are working from home - this is subject to change. Travel through the region is required with a personal car; travel will be reimbursed at a set non-profit rate. A valid Oregon driver's license is required within 30 days of hire.

**Application Process**

In order to be considered for this position, please provide the following:

1. Application
2. Resume
3. Cover letter
4. Writing Sample: Provide a one-page "fake" press release about an upcoming HDEFA Fundraiser. This should be drafted to meet the subject matter with the writing style that matches what you

might be asked to do if you were hired for this position. You may make up any details you want but use realistic information about Central Oregon and HDFFA.

When submitting applications, include the *position title in the subject line* and save your documents in the following manner, "*Application\_YOUR NAME*", "*Resume\_YOUR NAME*", and "*Coverletter\_YOUR NAME*".

**Application materials will be reviewed as they come in.** Applications can be sent to [info@hdfa.org](mailto:info@hdfa.org) or mailed to PO Box 1782 Bend OR 97709. Interviews will be held via Zoom.