



High Desert Food & Farm Alliance

Job Title: Executive & Program Assistant

Location: Bend, Oregon

Status: Permanent, part-time 20 hour/week at \$19-21/hour depending on experience

Application Closing Date: Open until filled

Start Date: As soon as possible

The mission of the High Desert Food & Farm Alliance (HDFFA) is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration, and inclusion. We believe that everyone deserves good food. We define good food as affordable, nutritious and culturally appropriate food that is easily accessible and sustainably produced in Central Oregon.

We recognize that not all Central Oregonians have the same access to this food, and are committed to improving equitable access for all through our programs. Our High Desert Food & Farm Directory is available to every resident online and in a phone app, called Get a Taste, and in print version, which is distributed to 25,000 households and over 150 businesses through The Source. Our food access programs (VeggieRx, Grow & Give and Fresh Harvest Kits) improve access to and education about eating good food from local producers and are available to Central Oregonians experiencing food insecurity. Our Agricultural Support program improves the vitality of small to mid-sized family farms in Central Oregon.

We also believe that individuals participating in our programs and community members interested in improving food security and farm and ranch viability should have the opportunity to provide feedback and become leaders in our work. With these values in mind, we invite community members to participate in our Agricultural and Food Security Advisory Committees and/or the board of directors to help inform our current work, and to build the leadership capacity for the future of farming, ranching, and food access in Central Oregon.

Position Summary:

The Executive & Program Assistant will primarily provide support to the Executive and Program Director. They will also be the lead on maintaining our brand identity and will support outreach for the 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!

HDFFA General Functions for all employees

- Have a working knowledge of the mission, vision, core values, board, past and present projects and events of HDFFA;
- Engage with the community through HDFFA events;

- Market the organization through social media, website updates, blogs and contributions to the monthly newsletter; and
- Cross-collaboration with other HDFFA staff.

Essential Position Duties:

- Administrative & Program Support (50%)
 - Provide administrative support to the Executive Director
 - Take notes for monthly Board Meetings
 - Online file management
 - Provide administrative support to the Program Director
 - Provide event coordination support to the Outreach & Development manager
- Food & Farm Directory (25%)
 - Support business and farm Partner outreach
 - Provide logistical support in the development of the Food & Farm Directory
 - Website updates and blog posts
- Marketing & Media (25%)
 - Assist with media communication
 - Lead consistent branding and material creation for staff with the Executive Director
 - Bi-monthly creation and delivery of newsletter
 - Social media postings

Qualifications:

The ideal candidate will have 1-2 years of experience with non-profits, administration and/or program work experience. They should possess excellent organizing and public relations skills, and be self-motivated. We love working as a team and want this person to be comfortable communicating with others and be curious and ask questions.

- Experience volunteering or working with a non-profit, and administrative work
- Extremely organized, detail oriented and efficient
- Excellent written and verbal communication skills, and interpersonal skills
- Collaborative, administrative and management skills (including time management)
- An eye for design and creating marketing materials
- Excellent grasp of spelling and grammar
- Advanced knowledge and use of Microsoft Office programs and Google Drive
- Familiar with MailChimp, Wordpress (optional Adobe InDesign)
- Exhibit a positive attitude and have proven ability to work effectively as a team member
- Familiar with food systems and food insecurity

Compensation, Benefits and Time Commitment

This position is permanent, non-exempt, part-time, 20 hours/week at an hourly rate of \$19-21/hour.

Benefits include:

- Paid vacation and sick leave
- Holidays (nine total, four of your choice)
- Fully vested SIMPLE IRA contribution of 2% after a waiting period of 90 days
- Annual cost of living increase tied to government rate and capped at 5%

- Annual professional development stipend of \$150
- Flexibility in your work schedule
- Connections across the private and nonprofit sectors
- 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, staff may be able to work from home. 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.

HDFEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.