



Executive Assistant – Job Announcement

Status:	Full Time, Non-Exempt
Reports To:	Executive Director
Supervisory:	Not Applicable
Primary Office:	Aptos, CA (with flexibility to work remotely due to COVID-19 workplace policies)
Salary:	\$60,000 - \$75,000, commensurate with experience

JOB SUMMARY:

Join California FarmLink's team to support the prosperity of California farmers and ranchers, ensure equitable access to economic opportunity, and support environmental stewardship and vibrant local food systems. As a non-profit Community Development Financial Institution (CDFI), FarmLink has established an effective model to support sustainable, small farm businesses in low-income communities throughout California.

This position reports to the Executive Director (ED) and works in partnership with the ED and Management Team to manage for long term and short term organizational and program goals as well as daily, monthly, and annual operations.

The Executive Assistant (EA) serves as the primary point of contact for internal and external constituencies on matters pertaining to the ED's office, including communications with employees, clients and external partners. One of the EA's critical roles is managing the ED's calendar and correspondence, including assisting the ED with managing e-mails.

The EA supports tasks in both Human Resources and Operations and is responsible for day-to-day operations of the organization, specifically the facilities and associated equipment and infrastructure needs including information and communications technology. This position also oversees human resources and service contracts with IT providers, HR consultants, and others as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ED Support

- Work in partnership with the ED to support the daily operation of the organization including fundraising, communications and funder and investor relations.
- Support organizational governance and board of directors by preparing board packets and logistics for board meetings; facilitate board reports from staff; attend board committee meetings as necessary.
- Establish a clear channel of communication between the ED and internal departments, maintaining credibility, trust, and support with senior managers, the board, and staff.
- Maintain ED's calendar and appointment schedule and coordinate ED travel.
- Manage ED correspondence including e-mails to assist the ED in maintaining high-quality, timely and strategic communications.
- May oversee occasional projects and associated temporary or part time staff or contractors, and other short-term projects as directed by the ED.

Administration

- Oversee the overall policy, procedure and practices related to document retention for non-financial documents and coordinate with the Finance Manager regarding document retention for financial documents including short term, long term, and permanent storage and schedule for proper destruction of stale-dated records.
- Oversee maintenance of organizational calendar including holidays, key reporting or delivering due dates, board meetings, funder visits, annual, cultural, or other leave for key staff etc.
- Develop efficient and cost-effective process for purchase of office supplies, and managing office supply inventory.
- Open, process, and distribute mail.

Human Resources

In charge of all employment contracts and other human resources functions including maintaining records relating to hiring, compensation, performance reviews and termination.

- Support managers in recruiting.
- Support managers with the hiring process.
- Lead onboarding of new staff with assistance from Finance Manager.
- Oversee the maintenance of the employee policy manual.
- Oversee the maintenance of internal compensation guidelines to ensure it is current, accurate and competitive.
- Oversee the overall employee benefits package to ensure it is current and competitive.
- Oversee gathering and maintaining all non-financial records related to employment including records for employment eligibility, benefits, withholdings, length of employment, sick and vacation accrual rates, etc.
- Support each manager in the annual employee review process by assisting with developing and maintaining an evaluation metric and plan, maintaining records of evaluations and any performance improvement plans.
- Support staff and managers in finding appropriate continuing education and professional development opportunities.

Operations/Facilities

- Oversee leases for office space and equipment.
- Ensure that staff have adequate office space that is appropriate for staff and program needs and maintained for functionality, cleanliness, safety, and sustainability.
- Ensure that staff and programs have adequate communications and information technology equipment, software, and bandwidth to perform required functions. This includes overseeing contracts for internet and cellular service, maintaining schedules for purchasing, leasing, maintaining and replacing computers and peripherals, and working with information technology specialists as needed to ensure adequate communications and information technology capacity.
- Ensure that all staff and programs have the equipment they need to function as expected. This includes overseeing the inventory, maintenance, and purchase or lease of office furniture and equipment.

Contracts

- Oversee contracts with consultants and service providers for services such as HR support, or IT support.



- Oversee all lease and furniture and equipment contracts as described above.

POSITION REQUIREMENTS

- Minimum BS/BA degree
- At least 7 years of relevant experience.
- Exceptional organizational skills and attention to detail, well-disciplined, able to manage multiple and competing deadlines with calmness and courtesy.
- Fluency with Microsoft Office, Google Suite tools, presentation software and CRM (i.e. Salesforce). Knowledge and experience with social media a plus.
- Highly effective communicator and adept at building relationships.
- Ability to provide excellent customer service to both clients and FarmLink team members, in person, on the phone and via email.
- Effective English-language written and verbal communication skills with strong proof-reading and editing required. Fluent or competent Spanish language skills are highly desired.
- Demonstrated experience in project management, including action-oriented problem solving to execute project activities toward timely and successful completion.
- Demonstrated self-starter that can work independently, take initiative, and prioritize time wisely.
- Deep experience in internal process and policy development; strong project and process management experience; able to think systemically across the organization.
- Familiarity with agriculture, real estate, agricultural/small business lending, US Department of Agriculture programs, and/or community development finance experience a plus.
- Possess flexibility, creativity, patience, and a desire to have a positive impact in the world through your work.

California FarmLink offers a generous benefits plan, including health insurance after 60 days, employer contribution to 403(b) retirement plan after 1 year, paid vacation, paid professional development opportunities, and a family-friendly, flexible work environment.

California FarmLink maintains a drug-free workplace and is an equal opportunity employer. We seek candidates that represent the diversity of the communities we serve, and strongly encourage you to apply.

How To Apply

Please email a thoughtful cover letter explaining your interest in the position and organization, accompanied with a resume to: info@cafarmlink.org. No phone calls please. FarmLink will receive applications until the position is filled.

Who We Are

California FarmLink's mission is to invest in the prosperity of farmers and ranchers through lending, education, and access to land. FarmLink helps farmers build strong business skills, access fair financing, and establish secure land tenure. For more info: www.cafarmlink.org