



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## JOB ANNOUNCEMENT: Administrative Coordinator

**Position will remain open until filled**

**Organizational Overview:** CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, our roots now span the breadth of North America, and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

### **Position Summary:**

The Administrative Coordinator administers and supports activities for the CCOF Foundation, a 501 (c)3 charitable organization. The goal of the CCOF Foundation programs is to provide financial and educational support to existing and prospective organic producers. The Administrative Coordinator will be responsible for administrative aspects of fundraising and program execution, including (but not limited to), gathering, and supporting creation and dissemination of promotional and training materials, event logistics, evaluations, data gathering and reporting, invoicing, and accurate tracking in Salesforce, grant review, and other duties as needed. Programs and events may include but are not limited to workshops, webinars, field days, trainings, technical assistance, and farmer-to-farmer mentorship development. This position will work collaboratively with the entire Foundation team and other CCOF departments to further CCOF's mission of advancing organic agriculture for a healthy world.

This is a full-time non-exempt position that reports to the CCOF Foundation Development Director. This is a California-based position that requires occasional travel throughout the year.

### **Essential Duties and Responsibilities:**

#### Administration and Logistics Support

- Leads scheduling for Foundation related activities
- Supports invoicing and accurate data management
- Supports team with meeting deadlines
- Supports communications by drafting light documents, proofreading internal and external documents including blogs
- Organizes and keeps records including but not limited to invoices, events, grantee documents and reports

- Supports event planning and execution
- Coordinates registration of Foundation related events
- Supports evaluations of programs and events through data collection and storage
- Supports collecting and maintaining data
- Establishes and maintains work instructions for internal processes related to this position

**Other Foundation Activities and Responsibilities**

- Participates as needed in programmatic activities of the grant making programs of the CCOF Foundation
- Grant Responsibilities may include:
  - Grantee communication
  - Coordination of grantee events
  - Grant review
  - Collecting and collating grantee stories
- Coordinates with other CCOF departments for programmatic activities
- Supports Development Staff with additional recordkeeping in SalesForce and on the CCOF Shared Drive

**Other:**

- Other duties as assigned

**Required Qualifications (Knowledge, Skills, and Abilities):**

- Written and verbal fluency in English and Spanish
- Excellent project coordination skills
- Excellent attention to detail and recordkeeping ability
- Oral and written communication skills
- Skills to prioritize, monitor, and track activities
- Ability to operate as part of a team and independently
- Computer/technical skills (MS Office Suite required, Adobe Acrobat, [Salesforce](#))

**Desired Qualifications:**

- Strong commitment to CCOF's mission of advancing organic agriculture for a healthy world
- Positive, can-do attitude
- Proactive
- Ability to work in partnership, inspire, and motivate others
- Knowledge and passion for organic agriculture
- Experience working with people with varying levels of comfort with technology
- Strong commitment to embrace, learn about, and advance Diversity, Equity, and Inclusion

**Education and Experience:**

- Minimum of two years' experience in project coordination
- Bachelor's degree or equivalent experience

**Physical and Travel Requirements:**

- Must be able to travel for educational, technical assistance, or other events for CCOF Foundation
- Reliable transportation
- Ability to lift 25lbs. from ground to waist

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Compensation:** CCOF takes pride in offering competitive pay and benefits such as superb health plans, 401(k) program, and generous sick/personal and vacation time. The Administrative Coordinator's starting salary range will be \$51,739 - \$65,000 and will depend on qualifications and experience.

**Hiring Process:** Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to [employment@ccof.org](mailto:employment@ccof.org) with "Administrative Coordinator" in the subject line:

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls, please. Only short-listed candidates will be contacted. Thank you for your interest.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.