

## **Administrative Assistant / Office Administrator**

*Application details are at the end of the description.*

### **About Urban Farming Institute**

UFI is a mission-driven organization that strives to develop and advance urban farming, engage individuals in growing and harvesting, and build a healthy community. Our programs are community-centered and provide opportunities for all to experience and learn from urban agriculture. From farm training programs, engagement with youth and seniors to food delivery and education, UFI supports the diverse community in which it thrives. Located in Greater Boston, our employees represent the wonderful and diverse city we live in. We are committed to considering candidates who represent and celebrate the rich multicultural community in which we serve.

You can and will be involved in many facets of the business operation, providing specific support in the areas of executive and general office administration, marketing, event planning and fundraising. This is a growing – both literally and figuratively – organization doing amazing work. Because of the work we do, having a strong belief in community and helping others is important. The varied work you do will be best supported by strong multi-tasking, organizational and communication skills, being ok with change, and on occasion, not mind picking up a shovel to help out on the farm!

Responsibilities include, but are not limited to:

#### **Executive Support**

- Calendar management
- Organizing general meetings / board meetings and travel arrangements
- Drafting / editing correspondence
- Preparing materials for presentations/meetings
- Collaborating on presentations
- Managing interns

#### **General Office Administration**

- Answering/directing calls and welcoming visitors
- Filing
- Time keeping/timecard organization for payroll
- Maintaining and ordering supplies
- Maintenance of office layout, systems, and supplies
- Managing and finalizing facility rentals/bookings

#### **Marketing & Fundraising**

- Assisting with Community Outreach, PR materials, tours of UFI
- Supporting/planning of UFI events/programs/conferences
- Managing social media account updates, UFI calendar of events & newsletter
- Responding to donor inquiries/donor correspondence

#### **Qualifications:**

- 2-3 years of administrative support experience preferred
- Associates degree preferred
- Access to a car preferred, but not required
- Intermediate to advanced MS Office skills (Word, Excel, PowerPoint)
- Exceptional and proven organizational ability
- Proven ability to be a self-starter

- Ability to work independently, anticipate tasks and integrate as a member of a team
- Strong written and verbal communication ability
- Attention to detail and accuracy
- Multilingual ability (Spanish and Creole) is an asset, but not required
- Experience/interest in urban farming / agriculture is a plus

Salary: 35 hours per week. \$21/hr (\$38,220/yr)

UFI offers health and dental insurance as well as generous vacation time! To apply, please submit a resume and cover letter to Amber Dickerson at [adickerson@urbanfarminginstitute.org](mailto:adickerson@urbanfarminginstitute.org)

You may also mail a resume to:

UFI

Attention: President/CEO

487 Norfolk Street

Mattapan, MA 02126