



# CCOF

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

## **JOB ANNOUNCEMENT: Administrative Assistant**

**Position will remain open until filled**

**Who we are:** 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 50 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 Assistant will support executives of a dynamic, and mission-driven organization with day-to-day scheduling and other administrative needs. This position's primary focus is support for the CEO but also provides supplemental support for the Chief Business Officer and Chief Program Officer.

The ideal candidate will have a strong sense of prioritization, a highly efficient workstyle, ability to maintain confidentiality, and a commitment to collaboration among diverse staff and departments. In addition, the right candidate will be eager to take on new work and handle various competing deadlines and responsibilities.

The Administrative Assistant is a full-time, non-exempt position reporting to the Member and Executive Services Manager. This is a California-based position, preferably located within Santa Cruz County, California.

### **Essential Responsibilities:**

- General Administrative
  - Support the CEO, Chief Business Officer, and Chief Program Officer with scheduling. Support other teams with scheduling cross-organizational meetings as assigned.
    - Have responsibility for the CEO's calendar, including proactively rescheduling around future conflicts, making adjustments to meetings as needed and independently managing scheduling requests.
  - Support the CEO, Chief Business Officer, and Chief Program Officer with travel and meeting arrangements.
  - Coordinate billing and invoicing using tools such as Expensify and internal systems.

- File management and organization for projects and teams, including use of Salesforce and SharePoint to log information.
  - Coordinate with outside consultants and vendors as needed.
  - Support for internal team travel and set up for team building events.
  - Calendarization of projects and project management.
  - Maintain and develop work-instructions (how-to documents) for duties related to the position.
  - Proofreading of letters, memos, and other written documents as assigned.
  - Mailing and handling of documents and letters as needed.
  - Special projects as assigned.
- Programs and Development
    - Event support for internal organizational events and external meetings, such as meetings with donors, clients, and others.
    - Proactively research and make contact with donor prospects as assigned to arrange meetings, calls, and other touch points.
- CCOF Governance
    - Crosstrain on coordinating regular and special meetings of the CCOF Board of Directors and CCOF Foundation Board of Trustees, meeting packet creation, scheduling and securing venues, taking minutes, maintaining governance documents, and more.
    - Working with Member Services Advocate, assist CCOF chapter leaders with chapter meeting logistics as assigned.
    - Support Executive Services team on special projects as assigned.

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

- Two or more years of experience working in a professional setting. Experience assisting executive positions preferred.
- Proficient in the Microsoft suite (e.g., Outlook, Teams, Word, Excel, SharePoint), Adobe Acrobat, and Zoom. Proficiency in Expensify and Salesforce a plus.
- Discretion in handling and communicating sensitive information.
- Highly organized, motivated, and detail oriented. Able to juggle competing demands and prioritize without sacrificing quality. Plans to make deadlines. Asks for help when needed. Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities.
- Communicates effectively (written and oral). Ability to write clearly, tailor messages to various audiences and make the implicit explicit. Ability to listen clearly and critically to have objective discussions with team members and employees, as well as understanding other people's point of view. Able to hear, reflect, act on, and learn from feedback.

- Flexibility, willingness to learn and identify creative solutions. Adapts successfully to changing situations.

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

- Alignment with CCOF's mission to advance organic agriculture for a healthy world.

**Physical and Travel Requirements:**

- Ability to work occasional nights and weekends.
- Ability and willingness to travel domestically when necessary.
- Prolonged periods sitting at a desk and working on a computer.

**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 Assistant's starting salary range will be \$49,489 - \$64,336 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 Assistant* 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.

Inclusivity is a core value at CCOF. We are passionate about building and sustaining an inclusive and equitable work and learning environments for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. Thank you for your interest in this position!