JOB ANNOUNCEMENT: Administrative Assistant

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, today our roots 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 fast-paced, dynamic, and mission-driven organization with a primary focusing on supporting the CEO and Foundation Director with day to day scheduling, coordinating governance meetings, data management for donor relations, and other administrative needs.

The Administrative Assistant will have the opportunity to develop a range of skills and learn firsthand what it takes to support a nonprofit organization that engages in organic certification, advocacy, promotion, educational programs, and grantmaking.

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 projects, juggle a wide range of tasks, and support CCOF’s mission.

The Administrative Assistant is a full time, non-exempt position reporting to the Special Assistant to the CEO.

Position Responsibilities:
General Administrative

• Support the CEO and Foundation Director with regular scheduling for internal and external meetings. Support other directors with scheduling cross-organizational meetings as assigned.

• Support the CEO and Foundation Director with travel arrangements, coordination of outside consultants or vendors, and management of billing and receipts. Support other directors with administrative duties as assigned.
• Maintain and develop work-instructions for duties related to the position.

Development
• Support CEO and Foundation Director with research briefings and securing meetings with donors and prospects.
• Maintain up-to-date Salesforce entries. Develop and run Salesforce reports as necessary, including mailing, call, and donor tracking lists.
• Support gift acknowledgement through generating thank you letters and emails, data entry of gifts and communications into Salesforce, and other donor support and acknowledgment activities.
• Other duties include but are not limited to proofing final documents, running conference and video conference calls, and notetaking.

CCOF Governance
• Maintain close, supportive relationship with CCOF Board Chair, including support with meeting and travel coordination.
• Coordinate regular and special meetings of the CCOF Board of Directors and CCOF Foundation Board of Trustees, including but not limited to scheduling and securing venues, compilation of meeting packets, taking minutes, maintaining decision summaries and policies, and providing governance members across the organization with communication and logistical support.
• Support the Special Assistant to the CEO in monitoring election schedules and ensuring timely updates to governance legal documents.

Qualifications, Skills and Experience:
• Excellent communication skills in person and on the phone
• High proficiency in Word, Excel, Outlook, PowerPoint, and Adobe Acrobat. Proficiency in SharePoint, Teams, and Zoom preferred.
• Ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects
• Ability to anticipate needs and to logically solve problems with little supervision
• Strong attention to detail
• Initiative and independent problem solving
• Comfortable with frequent change and working in unknown situations
• Discretion in handling and communicating sensitive information
• Ability to multi-task in a fast-paced environment
• Initiative, drive and a willingness to work under pressure in a dynamic environment
• A positive attitude and willingness to do whatever it takes to get the job done
• Familiarity with organic agriculture and food production a plus
• Bachelor’s degree preferred
• 2-3 years’ experience in a professional office setting
• Ability to lift 40 lbs. from ground to waist
• Must have own reliable vehicle available for errands
• Will require occasional overtime, working weekends, and travel

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The Administrative Assistant’s starting compensation 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, 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.