



Administrative Associate

Position: Full-time (32 hours/week), regular employee. Nonexempt.

Reports to: Executive Director

Location: Remote or hybrid within WA.

About You

Looking to make a big difference for a great cause behind the scenes? Are you drawn to details, love a good pivot table, find joy in well-written protocols, and can't resist analyzing the systems around you? Does working back and forth on projects while sharing a drive to produce the best possible outcome sound energizing? Are you up for a long learning curve as we cycle through the different seasons and stages of our work? Can you get into a good flow working both on your own and with colleagues over Teams?

WSFMA

Founded in 1979, the Washington State Farmers Market Association (WSFMA) is a 501c3 nonprofit organization dedicated to working with farmers markets so that they can thrive. Farmers markets support family farms, artisans, and other small businesses; showcase local talent and community engagement; and are key players in building local food systems and food security. The WSFMA works statewide, partnering with 105 member farmers markets to support market day operations, organizational development, and independent vendors. The WSFMA also serves non-member markets with educational resources online, food access support, our annual conference, "Boot Camp" for new Managers, data collection, and advocacy. The WSFMA has a 3-person staff with an office at Pike Place Market, a team of "Regional Leads," and a 9-person, voluntary Board of Directors. We work to be efficient, focused, and maximize our impact with limited resources by partnering with farmers markets to take on familiar and new challenges, positively engage in larger trends, and represent the market and vendors in public policy.

Objective

The Administrative Associate provides vital support that keeps the WSFMA running smoothly so that we can maximize our impact. This critical role enables our small team to juggle a variety of programs and operational needs while maintaining professional standards and timeliness. The Administrative Associate works with the Executive Director, Food Access Coordinator, and others as well as independently.

Responsibilities

The Administrative Associate is responsible for day-to-day support to the Executive Director and overall information management, implementing internal controls, and optimizing our current systems and use of technology. The AA will play a key role supporting our Food Access Programs, the WSFMA Conference, Boot Camp, Membership Applications, Food Access Forums, Monthly Member Market Meetings, office management, SNAP-Ed and King County contracts, USDA FMPP grant, and Farmers Market Directories.

1. Organizational Support (40%)

- Ensure information is well-managed and maintained at all times. This includes working files and archives in Dropbox, Outlook, and physical materials at the office. Includes following document retention policy and maintaining security of confidential information.

- Support logistical planning and completion of projects such as mailings, finalizing materials for the Conference and meetings, travel plans, researching equipment purchases/maintenance, etc.
 - Support WSFMA member markets with the annual membership application process and insurance; proof market data for all publications; keep contact information and listservs current.
 - Support monthly and other virtual meetings with outreach, Zoom management, and follow up.
2. *Contract & Grants Management Support (25%)*
- Support full and timely compliance with all public contracts and grant agreements. Includes tasks such as managing calendars, tracking compliance with trainings, insurance, photo releases, and other requirements; subcontract documentation and management; maintaining inventories; reporting and data collection for tracking deliverables and evaluations; and entering information into online reporting platforms.
 - Support onboarding of Regional Leads and new WSFMA staff.
3. *Technical Support (15%)*
- Maintain online software accounts and updates; recommend features. Help staff to use technical tools effectively and efficiently. Problem-solve issues, research best practices, and create cheat sheets. Propose systems enhancements to streamline workflows and enhance efficiency.
 - Manage back-end of Eventbrite for Conference and Boot Camp registration.
 - Support research and future move to organizational database, email management, and newsletter.
4. *Finance Support (15%)*
- Help to track major invoices and budgets; follow all internal controls and prepare invoices, code and process payments received.
 - Work with bookkeeper to maintain appropriate tax information for staff, vendors, and independent contractors.
 - Track financial information related to contracts and grants, including matching funds.
5. *Other (5%)*
- Duties, responsibilities, and tasks may change or be reassigned at any time without notice. This position description is not designed to cover a comprehensive list of responsibilities.

Note: percentages are estimates and may change throughout the year.

Requirements

- a. Ability to work independently while being part of a small team.
- b. Ability to manage multiple projects at one time and see tasks to completion.
- c. Attention to detail and highly organized. Must be great on follow up, communicating changes, and problem-solving.
- d. Ability to reprioritize quickly if other demands emerge.
- e. Highly skilled at using and continuing to learn about MS Office 365 (e.g., Teams, Excel, Word, Outlook, PowerPoint, MS Forms), Dropbox, Adobe Creative Suite, Zoom, Eventbrite, and other software.
- f. Communicative, collaborative, proactive, and self-directed. Must be willing to learn systems, ask questions, and help us improve.
- g. Ability to write summaries, protocols, draft emails, and proof documents, preferably following principles of plain language.

- h. Strong customer-service skills and ability communicate effectively and courteously with a diverse audience in various mediums (in person, Zoom meetings, phone calls).
- i. Ability to use discretion with confidential information and data; adherence to all privacy policies.
- j. Able and available to travel to our statewide Conference in February.

Desired Skills & Experience

- a. Minimum of 2-4 years of work experience in small nonprofit organization.
- b. Minimum of 1 year experience working in remote or hybrid position.
- c. Education or training in information technology, business writing, plain language communications, nonprofit operations or management.
- d. Training in 2 CFR 200s or contract or grants management a plus.

Compensation

\$26.00 to \$30.00 per hour. Benefits include vacation and sick leave, plus 9 paid federal holidays, and a monthly health stipend.

Location

This position is remote or hybrid with our office at Pike Place Market and should be based in Washington State.

Working Conditions and Physical Demands

This job requires frequent sitting, being in front of a screen, and working independently. Must be able to conduct business in English, though fluency in other languages is welcomed. For remote work, employees must maintain a workspace with an internet connection where they can reliably perform work during scheduled work hours.

To Apply

Please submit a letter and resume to info@wafarmersmarkets.org with Administrative Associate in the subject line. In your own words, please describe your skills and professional experiences that are relevant to this position. Please be detailed enough to provide a full picture and include examples. Applications deadline is November 10, 2024.

WSFMA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender expression, veteran's status or any other legally protected characteristic by an employee, volunteer, vendor, contractor or other third parties will not be tolerated. All qualified applications will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, or national origin.

###

October 10, 2024