

## FairShare CSA Coalition

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**Title:** Administrative Coordinator

**Classification:** Full-time, 40 hour/week (FTE 100%), salaried position

**Supervisor:** Executive Director

**Start Date:** Position currently open, will be filled on a rolling basis

**Location:** This position has the flexibility to work a hybrid in-person/remote schedule. A minimum of three days per week at the FairShare office in Madison are required.

**Compensation:** Starting salary range is \$43,000 - \$48,000 annually, commensurate with experience.

**Benefits:** Health insurance reimbursement option; 401(k) retirement plan with employer match; \$200 annual CSA share reimbursement; generous paid time off; summer ½ day Fridays; additional paid and unpaid parental and other forms of leave.

### Diversity at FairShare

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

### Organization

FairShare CSA Coalition connects farmers and consumers through Community Supported Agriculture (CSA). Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced, organic food.

We offer a friendly and supportive workplace culture. Staff are passionate and enthusiastic about our work, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication. And our focus on delicious food is a throughline for our work and informal time together.

### Position Overview

The Administrative Coordinator provides administrative, operational and grants support to further FairShare's overall organizational mission and goals. The Coordinator will have consistent responsibilities from week-to-week, in addition to new and/or changing tasks. This position is an integral part of the FairShare team and will collaborate with all staff.

### Responsibilities

#### *Organizational Administration (40%)*

- Process invoices, make payments and deposits, and track receipts. Manage staff credit cards.
- Work with the Executive Director to complete monthly account reconciliations.
- Assist with Partner Shares Program payment processing and record-keeping.
- Assist with Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), 401(k) retirement plan and employee assistance program (EAP) administration.
- Maintain employee HR paperwork; provide payroll updates to payroll provider.
- Manage and make appropriate user updates in Slack and Google workspaces.

#### *Grants Administration (25%)*

- Prepare and execute grant project contracts.
- In partnership with the relevant programmatic staff, prepare grant reimbursement requests for multiple federal grant projects.
- Assist in grant budget management, including creating budget tracking spreadsheets, entering and monitoring ongoing grant expenditures, and preparing budget adjustment requests.

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- Ensure that staff are trained on grant requirements and that grants are properly executed.
- Participate on grants writing team by providing support on the budget creation process.

### *Office Operations Coordination & Support (15%)*

- Coordinate office operations.
- Manage FairShare merchandise inventory, production, preparation and distribution.
- Define needs, select and coordinate the installation and maintenance of new technology.

### *General Organizational Support (20%)*

- Participate in staff meetings, all-staff racial equity discussions, and Finance Committee meetings.
- Assist in the planning and implementation of annual and special events, as needed, including Bike the Barns, annual farmer meeting, and others.
- Support outreach tabling and presentation events.
- Assist with the annual budget process and annual report creation, as needed/appropriate.

### **Minimum Qualifications**

- Ability to utilize word processing, desktop publishing, spreadsheet, database and accounting software (e.g. Quickbooks) effectively
- Experience with email, phone, and in-person communications
- Excellent written and interpersonal communication skills
- Ability to lift supplies and equipment weighing up to 25 pounds
- Ability to work occasional weekends and evenings

### **Preferred Knowledge, Skills, and Abilities**

- Administrative and clerical experience.
- Knowledge of and experience in organizational finance and accounting.
- Knowledge of grant administration principles, practices and techniques.
- Ability to develop budgets and track expenditures.
- Ability to maintain accurate records and perform analysis to generate required reports.
- Knowledge of and skill in the operation and support of office equipment and technology.
- Organizing and coordinating skills.
- Information research skills.
- Knowledge of office management principles and procedures.
- Attention to detail and ability to work independently, and as part of a small team.
- Ability to adapt to the changing needs of a dynamic organization, balance several projects at once, and stick to a timeline.
- Knowledgeable about local and regional food systems and CSA.

### **To Apply**

To apply for this position, please email the following materials to [sadie@csacoalition.org](mailto:sadie@csacoalition.org):

1. Cover letter
2. Resume / CV
3. Contact information for three professional references

### **Application Deadline**

Applications are being accepted on a rolling basis, and the position will remain open until filled.