



Cultivating Community

Office Manager

Our Organization

Cultivating Community creates and sustains greater access to healthy, local foods; empowers people to play many roles in restoring the local, sustainable food system; and models, teaches, and advocates for ecological food production. We believe that everyone has a unique food story and can participate in the good food movement. We seek to create opportunities for sharing food and farming knowledge and making the food system in Maine more just and welcoming to all. For a full description of Cultivating Community and all our programs, please go to www.cultivatingcommunity.org.

Amidst the pandemic, Cultivating Community is in a period of transition. In late 2019, Cultivating Community implemented new models of collaborative decision making and leadership. The ideal candidate would share our organizational [values](#) and be excited about how the structure of Cultivating Community can better reflect and embody our values both internally and externally. Our board, staff and community partners are all committed to seeing Cultivating Community's evolution continue and for the impact of our work to continue to grow. This position will also require a great deal of patience and flexibility as the organization grows and changes during this period of transition. Personal maturity and willingness to persevere through uncertain times are essential qualities.

Position Summary

The Office Manager is responsible for the day-to-day admin tasks that are required for the smooth operation of Cultivating Community. This role is responsible for the overall management of the office space and general staff needs as well as acts as the liaison with our external bookkeeper and other key external partners. The ideal candidate for this position is someone who is organized, independent, and detail oriented.

Essential Duties & Responsibilities

Manage administration, including:

- General contact for office space at 58 Boyd St
- Our internal systems: email, shared-drive, computer access
- PO Box, incoming and outgoing mail
- General CC communications: general email, general phone
- Payroll and Reimbursement Approval Flow
- External contacts
- General up-keep of office space and employee needs

Financial Management, including:

- Accounts Payable and Accounts Receivable
- Internal Quickbooks account
- Internal accounting for Fresh Start Farm's Food Hub

Desired Skills:

- Excellent communication skills, written and oral.
- Microsoft Office; Google Suite; Quickbooks
- Organization and ability to manage multiple projects simultaneously

- Self- starter: knowledge of how to seek out help and support independently

Desired Experience:

- A background in office management or administration is helpful, but not required
- A background in the nonprofit sector is helpful, but not required

Organizational Commitment and Values Alignment

We are a small organization composed of staff members with many different backgrounds and skills, committed to building equity through food justice for our communities. As a result, we are deeply committed to both the learning and skill-building.

Location & Schedule

Cultivating Community offers a strengths-based collaborative staff team and flexible work environment. We are currently working mostly remote during the COVID-19 pandemic, but this position will be based in the Portland office once it is safe to do so. The normal hours for this position are 9:00-5:00.

Benefits/Compensation

- \$18-20/HR based on experience and skills
- Approximately 30-hours per week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- Travel compensation for driving between work sites
- Cell phone reimbursement
- Vegetable share during summer
- Up to 15 days of paid vacation, 17 days of paid holiday/sick time and a flexible, family-friendly schedule
- We offer a generous benefits package including health insurance plans for both employees and employees' families.

OUR HIRING PROCESS & TIMELINE:

- To apply, please email a cover letter and resume to hiring.admin@cultivatingcommunity.org or bring it to the Cultivating Community office located at 58 Boyd Street in Portland
- We will look at applications as they are submitted, with interviews the week of 12/16 and a start date no later than 1/11/2021
- Contact information for any questions: hiring.admin@cultivatingcommunity.org OR call 207-761-4769

Cultivating Community is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.