



SnoValley Tilth Office Manager Job Description

Reports to: Executive Director

Position Type: Part time (20 hours/week), non-exempt

Compensation: \$15/hour

Organizational Overview

SnoValley Tilth seeks to create a thriving, sustainable regional food economy in the Snoqualmie and Snohomish watersheds, with a strong community of successful farmers at its heart. Our primary focus is on farmers—both experienced and new farmers—but our work also benefits community members and local food consumers. We connect and educate through monthly potlucks, workshops and farm tours, the Experience Farming Project, and the Carnation Farmers Market. We advocate for farmers and landowners at the city and county levels.

Role

A small, dynamic non-profit (staff of four) seeks an office manager to support program staff and the Executive Director in administrative and bookkeeping tasks as well as keeping the office space running smoothly and serving as our first line of communication with the public. While many tasks recur weekly or monthly, there are also several seasonal or annual events which alter the regular flow of work in the office and require support from this position.

Responsibilities

Key responsibilities include:

Office Management (40%)

- Answering general organization emails and phone (from farmers, general public, agency partners)
- Manage and replenish office supplies
- Maintain physical office space for maximum functionality and efficiency, and to present a professional and welcoming front to visitors and employees
- Annual permit and license renewals

Financial Management (15%)

- Bookkeeping data entry
- Managing bill payments and invoicing
- Running QuickBooks reports as needed
- Supporting grant reporting

Program Support (45%)

- **Managing membership system including data entry of new and renewing members, sending renewal reminders, and updating member information on the organization's website**
- **Copying, scanning, printing, and other administrative support for the three main organizational programs**
- **Supporting annual fundraising and outreach events with data entry, auction item procurement, set-up help, and in some cases representing the organization.**

Major Qualifications

The ideal candidate will be:

- **Passionate for the work of SnoValley Tilth and an interest in supporting local, sustainable food and fiber production.**
- **Proficient in Microsoft Word and Excel. Experience in Salesforce, QuickBooks, and WordPress is highly desirable. Comfortable with Google Drive is a plus.**
- **Well-organized and detail-oriented, with ability to prioritize, multitask, and adapt to different work styles.**
- **Comfortable using spreadsheets and basic bookkeeping skills to track data.**
- **A team player with a willingness to collaborate and ability to take the lead when opportunities present.**

To Apply

info@snovalleytilth.org

Please send a resume and cover letter to info@snovalleytilth.org. You can address your cover letter to Melissa Borsting.

Position is open until we find a person with the right combination of skills who is also a good fit for our organization, with preference given to responses received before July 31st.