Community Agroecology Network (CAN)
Job Announcement
Administrative Assistant
Posted 11/22/19

The Administrative Assistant will work closely with CAN staff and partner organizations to maintain administrative operations and assist in event coordination. The Administrative Assistant will also support CAN’s Director with board and development activities. CAN seeks to fill the position with a highly organized, detail-oriented, and bilingual (English/Spanish) individual who is passionate about environmental and social justice and food systems sustainability. This position will be based at the CAN office in Santa Cruz, California.

About the Community Agroecology Network
The Community Agroecology Network (CAN) is an international network committed to creating justice in the food system. For more than a decade, we have been connecting youth, farmers, activists, academics and consumers to co-create knowledge and action through agroecology, participatory action research and popular education. We work collaboratively with local organizations in Mexico (Veracruz, Chiapas, Yucatan Peninsula), Nicaragua (San Ramón, Las Segovias) and Watsonville, California, to strengthen agroecological farming practices; local control over food production, distribution, and consumption; alternative trade models; and the empowerment of local and Indigenous youth and women in the leadership of these initiatives. We envision a world where rural communities experience food sovereignty, dignified rural livelihoods, and justice across gender, generations, class, race and ethnicity. For more information about CAN, please visit www.canunite.org

Job Responsibilities
Under the supervision of CAN’s Executive Director, the CAN Administrative Assistant will assist in general office administration, coordination of general operations, including events, and supporting CAN’s director with board and development-related activities to ensure organizational effectiveness and efficiency. Responsibilities include, but are not limited to:

General Office Administration (15%)
- Assist in developing systems and procedures as necessary
- Support with human resources, such as new employee orientation and handbook policies
- Schedule use and maintenance of office space
Coordination of Operations (50%)

- Verify, remind, assist, coordinate and facilitate to ensure staff maintain schedules of administrative duties (e.g. timesheets, etc.), staff meetings, and events
- Assist in preparation of quarterly Board packets, schedule Board meetings and distribute board packets, take minutes at Board meetings, maintain Board rosters and archive Board and corporate documents
- Manage AgroEco Coffee sales (e.g., order fulfillment, inventory tracking) and collaborate with student interns and CAN staff to schedule events to raise awareness about ethical trade models among students and consumers
- Coordinate travel, lodging and meals for CAN staff and partner organizations
- Manage event logistics, including recruitment and supervision of volunteers supporting events
- Work with staff to process donations, deposits, invoices, bills and bank transfers

Assist with Development Activities (35%)

- Maintain general contact, donor, and grant databases (Constant Contacts & Excel)
- Assist in preparing and tracking electronic and print communication to donors, supporters, and other key stakeholders

Qualifications

- Bachelor’s Degree or equivalent experience
- 3+ years of administration experience
- Demonstrated commitment to social, environmental, racial, gender and class justice
- Works collaboratively to secure input from and coordinate the efforts of multiple stakeholders including program staff and external consultants
- Excellent organizational skills with high attention to detail
- Strong written, oral, and interpersonal communication skills
- Bilingual English/Spanish
- Proven ability to work independently, handle multiple projects on various timelines
- Excellent skills in the use of Microsoft Office Applications (Word, Excel) and Quickbooks
- Availability to work outside of regular office hours during events
- Enjoys working with diverse individuals and groups; sensitivity to working with ethnically, linguistically, culturally and economically diverse population
- Able to lift up to 35 lbs

Compensation

Full-time or part-time position will be considered, with paid vacation, sick days and holidays
Full-time compensation is $40,000
Medical benefits provided with full-time position

How to Apply

Please send a cover letter, resume and references to carmen@canunite.org. Applications will be reviewed as received.
Community Agroecology Network is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.