



Office Administrator at Gardeneers

Who are we? Gardeneers is a nonprofit organization whose mission is to cultivate customized school garden programs to ensure that each space and the students and communities who care for it connect with healthy food and grow to their full potential. Founded in 2014, we now sustain 25 school gardens, primarily on the south and west sides of Chicago. From Spring through Fall, we work with more than 2,300 students on a weekly basis, teaching about nutrition, community, and nature through hands-on lessons in the garden.

Who are you? First and foremost, you believe in our mission, and you want to work tirelessly towards achieving it. In addition:

- Associate degree or three years previous work experience in an Administrative role preferred
- Meets deadlines and makes decisions promptly
- Strong communication skills by phone, email, and in person
- Competency working with diverse communities and enjoys working with people
- Passion for food justice, youth development and urban farming
- Positive attitude, strong work ethic and ability to take feedback
- Willing to work as part of a team in a collaborative environment, but have the ability to work unsupervised to complete the job
- Ability to pass a background check
- Ability to lift 25 pounds and remain active and on your feet for extended periods.
- Ability to work independently with minimal supervision
- Proficiency in Google suite and MS Office
- Previous experience with small-scale agriculture, urban agriculture, school or home gardening preferred
- Spanish language skills highly preferred

What will you do?

Office Management (40%)

- Order all supplies (Program, Operations, Office)
- Use variety of software, such as Microsoft Word, Outlook, and Excel for invoicing is required
- Accept/ send/ organize all incoming and outgoing mail
- Organize and keep all filing systems in compliance
- Perform daily office walkthroughs to ensure rooms, equipment, and common spaces are clean and functional to guests and staff
- Stock all lesson and cooking kits when needed, manage check in/out process for these kits
- Complete all reimbursements for employee submitted purchases within a timely manner and submit these to the appropriate personnel
- Provide location coverage and support as requested by management (only on a as-needed basis)



Volunteer Event Coordinating (45%)

- Facilitates all coordination from start to finish of individual volunteer work days
- Receives initial emails , sends pre-survey and conducts initial prescreening conversations regarding volunteer availability with prospective volunteer(s)
- Manages Community Calendar and communicates with volunteer(s) appropriately.
- Sending all communication emails prior to event
- Communicating needed materials to Operations staff
- Maintains Volunteer Day email database
- Sending follow-up thank you email with pictures from the scheduled volunteer events
- Assists in planning and execution of farm events with Farm Manager
- Communicates with all individuals, including community members and people who contact Gardeneers through the website

Community Outreach (15%)

- Finds events that are happening in communities we serve
 - shares these events with staff so they can plug into these events
- Community Outreach to other community groups in the neighborhoods we serve
 - Facilitate a relationship with other groups so that group collaborations are easier.
 - Inquire as to how we can help support these groups

How do you apply? Email Adam Zmick (adam@gardeneers.org) with a résumé, cover letter and two (2) references. This is a full-time 10.5 month position (off second half of December and January). Compensation is dependent upon experience with paid development opportunities.

Gardeneers provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, sex, gender identity, national origin, age, disability or genetics.