

Administrative Operations Coordinator

POSITION SUMMARY

The Center for an Agricultural Economy (CAE), based in Hardwick, VT, seeks an Administrative Operations Coordinator to join our dynamic and growing team. This position will work closely with CAE staff and Program Leads to build resilience in the local food system through CAE's multifaceted programs and enterprises. With a high level of initiative, integrity, and confidentiality, the Administrative Operations Coordinator will facilitate the smooth and coordinated functioning of organizational systems, processes, and infrastructure across CAE programs and departments. This role will assist with the management of essential daily organizational activities to ensure that all administrative processes are running smoothly, including overseeing office management, supporting I/T and human resources, coordinating insurance and information management, and participating in the planning and execution of organizational events.

JOB DESCRIPTION

Position: Administrative Operations Coordinator

Reports to: Executive Director

Schedule: 32-40 hours/week (primarily on site, with some opportunity for periodic remote work)

Compensation: Salary range is \$40,000-\$45,000/year at 40 hrs/week

Benefits: Generous paid time off, SIMPLE IRA, Qualified Small Employer HRA, Employer-paid short-term disability and life insurance

RESPONSIBILITIES

Office Management/Administration (30%)

- Maintain current inventory of office supplies and receive/manage staff requests for new inventory; receive office supply orders, compare against packing slip, distribute, and initiate payment request
- Manage workstation and conference room infrastructure and equipment to a consistent standard; arrange for upgrades/replacements as required
- Conduct periodic physical inventory of fixed assets and keep a written record of their location, condition, and useful life
- Coordinate with ED and Facilities Manager on use of space, office facilities improvements/changes, engaging contractors, etc.
- Answer phones, triage messages, and greet visitors at the door and the loading dock; conduct tours of CAE facilities for interested parties
- Provide administrative support to high-volume development appeals and mailings
- Oversee organized and orderly shared office spaces and maintain an up-to-date portfolio of office SOPs for employee reference
- Regularly retrieve incoming mail from Post Office and sort according to purpose/recipient

Scheduling and Events Support (10% time)

- Support ED in planning for and coordinating board and all-staff meetings, trainings, workshops; manage scheduling, prepare meeting space, procure supplies and refreshments
- Support Development and Communications teams in planning and execution of fundraising and/or community events

IT/Information Management (15% time)

- Liaise with 3rd party IT/tech support provider to facilitate service requests for shared-use office technology and equipment
- Manage procurement and set up of computer hardware and software for new hires
- Provide overall coordination of any organizational transitions to new software, platforms, hardware, data migrations, etc.
- Facilitate support to Program Leads seeking to introduce and integrate new technologies to improve program efficiency
- Sustain systematic and orderly maintenance of shared drive files; provide guidance and support to staff as needed for questions, troubleshooting, and general usage principles and organization

Insurance (15% time)

- Oversee annual review/renewal of company insurance policies including general liability, auto, workers comp, and Directors & Officers; coordinate with ED on any significant changes to coverage or premiums
- Approve monthly/quarterly policy premium payments
- Execute annual policy audits and coordinate periodic on-site safety inspections/evaluations
- Facilitate the initiation and resolution of claims, in coordination with relevant staff or program leads as applicable

Human Resources (30% time)

Hiring/Onboarding

- Manage job postings for new hires
- Coordinate hiring processes, interview scheduling, hiring committees, reference checks, etc. and improve recruitment/hiring strategies and processes to promote equity
- Onboarding and orientation process coordination (orientation schedule, new hire paperwork, benefits enrollment, admin setup, etc.)
- Create and deactivate account access and maintain groups/distribution lists in GSuite (email addresses, office calendar and shared drive access, etc.)
- Manage office equipment procurement and set up
- Offboarding process coordination (exit interview, email account mgmt)
- Develop recruitment/hiring and orientation resources for use by staff

- Maintain up-to-date contract/service agreement templates for short-term/long-term outside service providers, including programmatic and technical consultants and vendors

Benefits Administration

- Benefits management and administration (manage timelines, paperwork, enrollment, mandatory informational updates, etc.)
- Conduct new-hire orientation to employee benefits programs and enrollment processes
- Research and implementation of new employee benefits programs
- Workers comp and unemployment claims administration
- Support staff to navigate disability claims processes as needed

Personnel Policies/Procedures

- Implement HR/personnel policies and procedures in compliance with state and federal law; undertake policy changes/updates in coordination with ED and exec team
- Maintain and update Employee Handbook to reflect current policy
- Support ED and Program Leads to complete annual performance review process through development and circulation of performance review and work plan templates, coordination of review process timeline, and collection/storage of deliverables
- Ensure the appropriate maintenance and security of employee data

ABOUT US

Through programs that support food access, farm viability, and working landscapes, Center for an Agricultural Economy (CAE) is transforming the food system by promoting local foods and the people who produce them. As a community-based nonprofit with deep roots in the Northeast Kingdom, our work is both dynamic and relational. We believe an equitable food system is one that fuels rich relationships and thriving, empowered communities; our approach is rooted in understanding community needs and collaborating with local, regional, and statewide partners across sectors for long-term transformation and resilience.

The individuals that make up our team are vital to the success of CAE's mission, and we strive to cultivate a spirit of respect and generosity that centers our relationships with each other, with our partners, and with our community. Our goal is to foster an inclusive and supportive workplace where worker well-being and quality of life are front-of-mind priorities, and where individual and organizational learning, growth, and authenticity are supported.

ABOUT YOU

You are an organized, proactive, and adaptive multi-tasker who is excited to join a highly collaborative team that strives to center people and place within the food system. A strong communicator and systems thinker with a positive and professional attitude, you quickly and

independently process ideas, anticipate needs, and implement changes. You are adept at evaluating a situation or process and effectively developing strategies that facilitate structure, clarity, and workflow. You enjoy interfacing with the public and colleagues in a varied and dynamic role that requires efficient and nimble transitions between multiple simultaneous projects.

TO APPLY

Please submit your resume and cover letter **by April 24** to jobs@hardwickagriculture.org with the keywords “Administrative Operations Coordinator” in the subject line. We invite anyone interested in this position to reach out with any questions before applying.