

# Office Manager

## Job Announcement

August 1, 2022



**Job Title:** Office Manager

**Status:** Full-time / Non-exempt

**Reports To:** Executive Director

**Location:** Main Office — Wallingford, Seattle

## About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we encourage and support farmers and gardeners throughout Washington in adopting organic, regenerative, sustainable growing practices; we help bring sustainably produced food from the fields of farmers here in Washington to the plates of consumers; we inspire people to enjoy growing, cooking and eating food that is delicious and healthy, strengthens their communities, and is good for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion, and the cultivation of an anti-racist culture are important outcomes expected of all the work we do.

Our finance and administration team is responsible for maintaining a strong foundation for the organization and its work. The Office Manager is a key member of the Executive Team performing a variety of duties that support the smooth operation of the office and organization, as well as providing administrative support to the Executive Director and Finance & Administration Manager.

## Job Responsibilities

### Operations and Administrative Support - 65%

- Ensure the business center, common areas, kitchen and workstations are well maintained, organized and orderly
- Maintain office equipment (copiers, postage machine)
- Provide administrative support to the Executive Director and Finance Manager
- Oversee service vendor contracts – cleaning company, printer leases, etc.
- Maintain, inventory, track and manage the use of shared equipment – iPads, Square, walkie-talkies, etc.
- Manage keys
- Oversee filing systems; maintain organization documents and records

- Order and maintain inventory of office supplies for our office in Wallingford
- Open and distribute daily mail
- Support organizational events as arranged in advance
- Coordinate staff appreciation (anniversaries, birthdays) and staff events/meetups
- Update and maintain staff roster
- Maintain a calendar of important business deadlines eg annual business license renewal
- Respond to and direct general emails

## HR Support – 15%

- Manage employee benefits
- Maintain relationships with all employee benefit providers including:
  - Health Insurer
  - Dental Insurer
  - 401(k) administrator
  - FSA administrator
- Assist with on-boarding new employees - required forms, benefit enrollment, office equipment and business software use
- Communicate changes in employee status or benefit enrollment to benefit providers and Finance Manager
- Create and maintain employee HR files
- Enter timesheets for bi-weekly payroll

## IT Support – 20%

- Provide basic in-office technical support and coordinate IT service through external contractor
- Troubleshoot internal issues related to individual computer workstations as necessary
- Manage phone system
- Maintain an up-to-date inventory of computers and other equipment issued to employees
- Maintain software licenses
- Provide training and technical support as needed to ensure employees have the skills they need to utilize office software including Microsoft Outlook, Office, OneDrive, SharePoint, Adobe Acrobat, etc.

## Ideal Candidate Will:

- Have 2 years administrative and office support experience
- Have excellent organizational skills and attention to detail
- Be proactive, dependable, approachable and accountable
- Be a proven problem solver
- Be proficient in all applications of Microsoft Office suite, particularly Outlook and OneDrive
- Have experience using Salesforce CRM
- Be self-directed; able to work independently

- Be a collaborative team player
- Have a dedication to equity and social justice
- Be passionate about the work of Tilth Alliance

## Benefits & Compensation

This is a full time (40 hours/week) non-exempt position that requires occasional evening and weekend work. It is eligible for benefits including medical, dental, employee-funded Flexible Spending Account, 401k, paid vacation, sick and holiday time. This position will be based at the main office in Wallingford, with flexibility for some remote work days.

Compensation range \$47,000-\$53,000 DOE.

## To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to [HR@tilthalliance.org](mailto:HR@tilthalliance.org) with the subject "Office Manager Application."

This position is open until filled.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skill and experience required.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.