



1125 W 6th St., Suite 500 ♦ Los Angeles CA 90017 ♦ TEL (323) 463-3171 ♦ FAX (323) 463-1062 ♦ [www.seela.org](http://www.seela.org)

April 2019

## POSITION ANNOUNCEMENT

**Title:** Office Manager / Executive Assistant

**Status:** Non-Exempt; Full-time Hourly

**Reports to:** Executive Director

SEE-LA (Sustainable Economic Enterprises of Los Angeles) is the largest mission-driven operator of farmers' markets in Southern California and a leader in nutrition education and improving food access. More information at [see-la.org](http://see-la.org).

### Summary of Responsibilities

The Office Manager / Executive Assistant is a full-time position that supports SEE-LA's operations by maintaining office systems, providing administrative support to the Executive Director and supporting fundraising and several of the organization's key activities.

### Specific Responsibilities

- Maintain, manage and refine office operations, including office and kitchen supplies, weekly staff schedules, business cards, water, etc.;
- Oversee office-wide information systems (computer hardware and software, Internet, telephones, copier, etc.), supervising external consultants responsible for the maintenance and refinement of those systems;
- Serve as SEE-LA's first point of contact via mail, email, telephone, and in person; staff the administrative office Monday through Friday; after-hours and weekend work may be occasionally necessary.
- Serve as SEE-LA's primary liaison to the companies that lease our administrative offices and parking;
- Provide administrative support to the Executive Director, scheduling meetings, conference calls and travel, and processing reimbursable expenses;
- Serve as the primary liaison to SEE-LA's Board of Directors, coordinating communications, scheduling meetings, preparing meetings materials, recording meeting minutes, and arranging refreshments as necessary;
- Maintain SEE-LA's websites, managing an outside consultant, making basic refinements yourself, and maintaining the online event calendar;
- Support fundraising efforts, particularly related to individual donors; manage the donor database, including some data entry; manage donor relations, including fulfillment of donor benefits;
- Compile, coordinate and send a monthly electronic newsletter to SEE-LA stakeholders;
- Document stakeholder participation on SEE-LA's social media properties, in fundraising efforts and in response to electronic and mail communications;
- Participate in onboarding new staff, including orienting them to the office, parking, etc.;
- Manage the organization's solicitation of interns and volunteers, and coordinate their applications;

- Maintain online listings of farmers' market vendors and the application process to vend in SEE-LA markets (including acceptance and rejection); ensure that required application paperwork is obtained and filed; work with other administrative staff to maintain SEE-LA's central filing system;

DISCLAIMER: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

### **Qualifications**

- B.A. degree and/or some office management or personal assistant experience, preferably in a nonprofit environment; strong organizational and time-management skills;
- Mastery of Microsoft Office Suite including Excel and Word, and Internet applications;
- Strong knowledge and ability to use all social media outlets including Facebook, Instagram, and Twitter;
- Excellent written (strong grammatical) and communication skills;
- Bilingual preferred (Spanish-speaking ideal);
- Ability to take direction, and work independently with people of diverse background and skills;
- Car, car insurance, and a California-issued Driver's License;
- Strong ability to multi-task in a fast-paced office environment.
- Interest in food systems, sustainability, and/or food justice preferred.

SEE-LA is an Equal Opportunity Employer. Women, people of color, people with disabilities, and veterans are strongly encouraged to apply.

Email [employment@see-la.org](mailto:employment@see-la.org) with resume and cover letter. Opportunity is open until filled.