



OFFICE COORDINATOR JOB DESCRIPTION

The Office Coordinator is responsible for the farm's administrative needs described below. This includes a variety of administrative tasks, data entry, purchasing of office and farm supplies, IT support, and supporting yearly agricultural report filings. You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities. An interest in nature, the environment or regenerative farming is a plus.

Qualifications

- Excellent organizational and communication skills - both written and verbal
- Ability to carry out administrative duties with accuracy and speed
- Ability to work well independently, as well as part of a team
- Service-minded, generous-hearted, can-do attitude, is a must
- Ability to think creatively and independently solve problems
- Strong data entry skills
- Confident using Apple and PC products
- Tech savvy, must be able to set up equipment and subscription-based software for other employees
- Proficiency in Microsoft Office 365, G Suite, Adobe Premier Pro and Slack
- Ability to lift at least 45 lbs.
- Must be able to occasionally work evenings or weekends should the need arise
- Must have a valid CA driver's license with clean driving record
- Must be able to pass a background check
- Bachelor's degree preferred, but not required

- Bilingual (English/ Spanish) preferred but not required
- Other tasks as requested.