JOIN OUR TEAM! The Iowa Organic Association is seeking a part-time Administrative Coordinator to support the Executive Director and the activities of our growing organization. Since 2006, IOA has been a statewide leader in advancing organic agriculture and food systems in Iowa by providing technical support, delivering educational programs and resources, organizing advocacy efforts and strengthening community partnerships.

Organic is a growing movement, the fastest growing agriculture industry in the U.S., where more and more people are turning to organic practices and products because of current climate, health and food concerns – and to ensure a lasting, wholesome farm and land legacy for future generations.

As the $63B organic industry continues to soar with demand for organic products and practices, Iowa producers, landowners, businesses and consumers are increasingly looking for opportunities and leadership that supports participation in this movement. IOA, as an organization, is also growing rapidly and we are expanding our team to meet the needs of Iowa’s growing organic community.

DESCRIPTION

The Administrative Coordinator will provide administrative support and manage tasks, deadlines and special projects for the Executive Director. This position will manage internal and external communications, financial transactions, member database and assist with preparations for meetings and events.

1. Serve as first point of contact for the Iowa Organic Association and Executive Director; manage the Director’s calendar, coordinate appointments and prioritize tasks to meet deadlines and program objectives.
2. Prepare professional internal and external correspondence on behalf of the Executive Director.
3. Provide administrative support for Board and committee meetings (planning and logistics, prepare materials, note-taking, and facilitate follow-up tasks).
4. Coordinate event logistics (venue, catering, rentals, materials, other tasks as needed).
5. Assist with Annual fundraising mailings and follow-up.
6. Data Entry: manage member/donor database and QuickBooks Online; high attention to detail and accuracy; maintaining comprehensive and accurate records.
7. Demonstrate strong organizational and time management skills.
8. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

Qualified applicants will demonstrate that they are highly-professional, detail-oriented and possess strong interpersonal and organizational skills, work ethic, and commitment to providing excellent customer service to IOA Board, Executive Director, IOA staff, and organization network(s). Must maintain confidentiality.
1. Strong commitment to the mission, philosophy, and vision of the organization.
2. High School diploma or GED; 5-years related administrative experience.
3. A background working with non-profits is desired, but not required.
4. An understanding about organic farming, agriculture and/or local food systems is a bonus!
5. Proficient in MS Office, Google Suite, QuickBooks Online, database management and social media.
6. Excellent professional written and verbal communication skills; must be outgoing and willing to talk to people on the phone and in person.
7. Ability to develop systems to manage a range of tasks and responsibilities.
9. Must be an Iowa resident, have a valid driver’s license, and car insurance.
10. Travel 10-15% (board meetings and/or events).

Compensation: part-time, 20 hrs/wk; pay based on experience: $15-20/hr.

Benefits: paid holidays and 2-week PTO accrual after 6 months of employment; remote work setting; flexible work schedule M-F (7 a.m. – 6 p.m.).

To Apply: please submit cover letter summarizing your qualifications for this position along with a resume outlining your work history to: Jobs@IowaOrganic.org.

The Iowa Organic Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.