



Administrative Assistant and Volunteer Coordinator

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2007 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. With the exception of COVID19 programming, most of our programs take place on public school grounds, during the school day. Common Threads also runs after-school gardening and cooking programs at schools and affordable housing complexes, and spring/summer camps at an urban farm site.

At Common Threads, we are actively committed to social equity and justice and strongly encourage candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply for employment and service opportunities. We are committed to creating an inclusive environment for staff and volunteers, and believe a diversity of voices and perspective is critical to fulfilling our mission.

The Administrative Assistant/Volunteer Coordination *might* be well filled by one full time candidate. We recognize, however, that we are seeking two distinct skill sets and welcome applicants seeking part-time work to apply for either the Volunteer Coordinator or the Administrative Assistant position.

Volunteer Coordination

- **Build upon and improve existing volunteer recruitment processes** - develop and improve systems and strategies to better recruit, train, and celebrate volunteers to support a diversity of organizational needs: matching volunteers to opportunities that suit their skills and passions
- **Train AmeriCorps Food Educators** in volunteer management practices and support them in reaching out to school communities for volunteer support specific to their school garden
- **Coordinate the volunteer schedule for garden and cooking lessons at all schools**
- **Convey Common Threads’ mission and purpose to prospective volunteers**
- **Work closely with other leadership staff to communicate upcoming volunteer needs to new and prospective volunteers**
- **Keep meticulous records** of volunteer opportunities and service

Recruiting, retaining and fostering a sense of belonging for a diverse workforce is a high priority at Common Threads. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age or any other basis prohibited by law.

Administrative Assistant

- **Coordinate Program Materials and Logistics** - Purchase, inventory, maintain, and organize cooking, gardening, and instructional materials and supplies
- **Manage Scheduling** - Oversee team and program schedule, coordinate key staff meetings
- **Support Program Registration** - Manage registration, scholarship applications, and parent communications for after school and summer programs
- **Support Events and Tabling Support** though managing behind the scenes details of Common Threads' public-facing events
- **Coordinate Office and Vehicle Management** - Maintain office equipment and supplies; troubleshoot technology needs, maintain cleanliness and order in busy, small office environment, manage merchandise and coordinate care and maintenance of vehicles
- **Support Contracts Management**- Play a support role for various components of state and federal contracts
- **Support Human Resources** - on-boarding and ongoing management of AmeriCorps service members, interns and volunteers- including background checks, timesheets, and benefits management
- **Coordinate Data Collection**- working closely with Communications & Evaluation Manager
- **Support Additional Administrative Needs** - including business licensing, mail, insurance

Skills and Qualifications

- Passion for and understanding of Common Threads' mission and programs
- Self-starter, detail oriented, organized, communicative, flexible, collaborative, reliable, able to prioritize multiple tasks and meet deadlines in a fast-paced and dynamic work environment
- Able to work as part of a small and close-knit team: coordinate, collaborate and delegate as appropriate
- Strong written and spoken communication skills
- Previous volunteering and volunteer management experience
- Demonstrated ability to support busy office and program team
- Comfort and proficiency with computers - Google Suite is a must, Neon (or similar CRM) preferred
- Legacy/sustainability oriented – strong documentation and record-keeping skills

Hours and Compensation

Benefits listed assume one full-time employee filling both the volunteer coordinator and administrative assistant positions. Hourly wage and benefits will be negotiated in the event this position is filled by two part-time employees

- Non-exempt, full-time (average 35 hours/week)
- Flexible work environment and trust based time off policy
- 95% dental and medical premiums and 100% long term disability insurance for employees covered by employer (employees may add dependants at their own expense)
- 3% retirement match

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- Starting salary \$29,120 with annual performance and cost of living increases

To Apply

- Send resume, cover letter, and two references to Common Threads: hr@commonthreadsfarm.org and fill out this short [intake form](#)
- Applications accepted until position is filled, with an ideal start date on or around August 18, 2021.

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