



Common Threads Administrative Assistant

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 2006 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. Most of our programs take place on public school grounds, during the school day. Additionally, Common Threads runs after-school gardening and cooking programs and summer camps in our school gardens and at our urban farm site.

The Administrative Assistant is a new position, born in response to our significant organizational growth and the corresponding need for an organized, communicative, flexible, collaborative support staff person. The ideal candidate will be a self-starter, detail oriented, and have a passion for and understanding of Common Threads’ mission and programs.

Responsibilities

- **Human Resources** - Support the HR needs of our growing team - including the on-boarding and ongoing management of AmeriCorps service members, interns and volunteers
- **Events and Tabling Support** - Help manage the behind the scenes details of Common Threads’ public-facing events
- **Financial Management** - Support the Executive Director in managing invoicing, bank reconciliations and reimbursements
- **Data Entry** - Work closely with Operations Manager to manage all facets of organizational data
- **Communications and scheduling** - Work closely with administrative leadership team to craft, disseminate, and follow up on communications with key stakeholder groups (staff and AmeriCorps members, community partners, volunteers, donors, parents and program participants)
- **Office Management** - Maintain office equipment and supplies, troubleshoot technology needs, manage merchandise
- **Materials and Logistics Coordination** - Purchase and coordinate inventory, maintenance, and organization of cooking, gardening and instructional materials and supplies
- **Additional administrative and logistical support** including business licensing, vehicle maintenance, and insurance management

Skills and Qualifications

- Self-starting, detail-oriented, flexible, and able to have fun while getting things done
- Able to work as part of a small and close-knit team: able to respond to assignments, delegate, coordinate, and collaborate as appropriate
- Strong written and spoken communication skills
- Previous administrative experience - demonstrated ability to support a busy office and program team
- Comfort and proficiency with a computers - including google drive, Neon (or similar CRM), WordPress
- Detail-oriented, organized, punctual, reliable: able to prioritize multiple tasks and meet deadlines
- Legacy/sustainability oriented – strong documentation and record-keeping skills
- Passion for Common Threads’ mission of connecting kids with healthy food from seed to table

Recruiting and retaining 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.

516 E. North Street Bellingham, WA 98225 ❖ 360.927.1590 ❖ info@commonthreadsfarm.org

Hours and Compensation

- This is a full-time, salaried position with a starting salary of \$22-25K, sick and vacation leave, plus health and retirement benefits.

To Apply

- Send resume, cover letter, and two references to Common Threads, 516 E. North Street, Bellingham, WA 98225 or info@commonthreadsfarm.org
- Applications accepted until position is filled, with a projected start date on or before January 2, 2019