

Office Manager

Food Literacy Center

Sacramento, California



About Us:

At Food Literacy Center, we inspire kids to eat their vegetables. Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help individuals improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to 1,000 (and growing!) K-6th graders in low-income schools a week, using fun, approachable lessons teaching kids to cook, about nutrition, and where their food comes from. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Overweight kids have a 70-80% chance of staying overweight for their entire lives, and obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, friendships, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this peachy position:

The Office Manager role is dynamic and serves many functional areas. This role reports to the CEO and manages all administrative and operational duties for Food Literacy Center. The Office Manager works highly collaboratively with all members of the team. This role is an exciting opportunity for a highly organized, driven professional.

Here's what you'll do as the Office Manager:

Provide day-to-day oversight and administrative support by managing a highly functional office and by supporting the CEO.

- Serve as the "go-to" person in our office. Oversee facilities issues, tech issues, and other issues that arise. Be a strong problem-solver and develop systems to mitigate future issues and increase efficiency.
- Order supplies for both the office and for our programs; maintain accurate inventory.
- Receive and track all incoming mail, routing immediately and appropriately to the fund development team, the accounting team, the CEO, and others.
- Schedule meetings and trainings for the CEO, staff, and volunteers.
- Assist with scheduling and logistics for Food Literacy Center events, and program events.
- Maintain a process manual for all operational duties and tasks, training staff as needed.

Collaborate closely with staff to drive efficient and effective ongoing operations of our nonprofit.

- Maintain and monitor all contracts, lease agreements, and school district partnership paperwork. Ensure all contracts and MOUs are up-to-date, signed, and all terms are met on time.
- Work with the accounting team by maintaining financial records, and facilitating timely and accurate

accounts payable, payroll, and accounts receivable. Support both internal and external audits.

- Coordinate human resources paperwork for staff and volunteers.
- Manage and support vendor relationships.
- Build and maintain strong relationships with the team. Serve as a trusted operational and efficiency adviser.
- Other duties as assigned.

In addition, we hope you will grow in this position as we grow as an organization. You'll collaborate with the CEO on other duties, strategies, and initiatives as needed.

You'll exhibit these competencies:

Problem Solving & Decision-Making:

- Possess a strong ability to recognize problems, solve them quickly, and appropriately message all shifts. Strategize ideas for operational improvements.
- Have superior ability to balance **multiple** competing priorities daily. Demonstrate an ability to prioritize and take action accordingly. Rally a variety of stakeholders to meet a goal.

Relationship Development & Communication:

- Develop and maintain positive relationships with teammates, stakeholders, and vendors. Productively and effectively communicate with a variety of folks and manage a portfolio of operations-related relationships.

Innovative Thinking:

- Demonstrate an ability to create processes and systems to streamline internal operations.
- Frame problems as opportunities, and diligently work towards increased efficiency.

Achievement-orientation:

- Exhibit an ability to meet and exceed goals and expectations. Communicate ideas effectively with your supervisor.

Positive Attitude:

- Remain positive and goal-oriented, especially during stressful and difficult times.
- Exude an optimistic outlook and attitude, and act as a culture carrier to maintain the joyfulness of the Food Literacy Center culture.

All about you!

You'll be successful in this position if you:

- Have a deep commitment to the mission of Food Literacy Center.
- Have a minimum of 2 years of experience in an Office Manager role.
- Are highly motivated, able to self-manage, flexible, and able to multitask.
- Have proven success with nonprofit administrative and operational work that propels our mission forward.
- Live into our team's values and behaviors.
- Have an understanding or familiarity with local food, food systems, and nutrition.
- Have a bachelor's degree or equivalent experience.

Extra points if you:

- Have experience working in a small nonprofit organization.
- Have experience working with food literacy.
- Have basic cooking skills. (Home cooking is OK!)

Other things to know:

We offer a unique, healthy work culture that celebrates teamwork and vegetable eating!

- This is an at-will, non-exempt, full-time, on-site position that is benefits-eligible. Compensation starts at \$28/hour.
- Given that we are a small nonprofit, a flexible schedule is necessary. This position does require some nights and weekends.
- You'll need to be able to lift 50 lbs.
- This position requires you to travel to various school sites, so a California driver's' license and proof of insurance are required
- We love our veggies, so a vegetable costume may be worn on occasion!
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification and become a certified food handler. Food Literacy Center will provide the resources to certify you in these areas.
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination is required.

Ready to apply? Great!

Please submit a resume and thoughtful cover letter to amber@foodliteracycenter.org, subject: Office Manager. In your letter, please describe the most successful project you worked on--and tell us why you are proud of it. This position will remain open until filled. *No phone calls, please.*

Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply. Benefits include cell phone reimbursement, health care, and a generous PTO package.