



## We're Hiring an Office Manager

### About Countryside

Join us in 2019 as we celebrate our 20<sup>th</sup> Anniversary!

Countryside's mission is to connect people, food and land by promoting a resilient, sustainable food culture through programs, advocacy and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, its farms, community stakeholders, and food entrepreneurs.

Our core work revolves around food and agriculture, operating specialized programs throughout Northeast Ohio that support and serve farmers, food and artisan businesses, and people who prioritize healthy, local and sustainable living.

### About the Job

Countryside is a busy place operating in multiple locations. Our team is energetic and amazing, so our Office Manager must be of superhero caliber to keep up! They will be the web-spinner that keeps our organization connected, hyper-organized and highly efficient. They will be an energetic professional who doesn't mind wearing multiple hats. They need to be experienced in handling a wide range of administrative and executive support tasks and able to work independently with little or no supervision. They need to take initiative and do what needs to be done without being told. Attention to detail is critical. They should be personable, flexible, and enjoy the administrative challenges of supporting an office filled with passionate, dedicated nonprofit professionals.

### Key Responsibilities:

- Manage accounts payable and receivable, prepare financial reports and deposits, maintain company financials with the utmost attention to detail
- Provide administrative and communications support for the CEO
- Work with market staff on weekly reconciliations and act as the financial checks and balances for markets
- Greet and support office visitors and manage daily communications by answering calls, messages, email and mail
- Act as daily point person for shipping and receiving, supplies and equipment procurement, and office errands
- Maintain/manage office facilities, equipment and supply inventory
- Manage relationships with vendors and service providers, including contract and price negotiations

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- Develop and organize office operations and procedures, and work to establish a historical reference for the office by outlining procedures for compliance, data protection and retention, ensuring security, integrity and confidentiality of data
- Remain updated and trained on technical and professional knowledge by attending educational workshops, building networks with fellow professionals and reviewing of industry publications
- Responsible for recruiting staff/interns for the office and providing onboarding documents to all new employees
- Manage details for all office meetings including scheduling, logistics, and note taking
- Manage internal staff relations and maintain a positive, safe and secure working environment, keeping Countryside a great place to work

**Requirements:**

- Impeccable attention to detail and problem-solving skills
- High competency in MS Office and Quickbooks Online and technology generally
- Strong knowledge of accounting, data and administrative management practices and procedures
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Strong knowledge of clerical practices and procedures
- Thorough understanding of human resources management practices and procedures

**Qualities & proficiencies:**

- Attention to Detail, Initiative, Problem Solving, Integrity, Adaptability, Communication, Common Sense, Team-player, Decision Making, Time Management, Flexibility, Accuracy, Kindness.

Countryside is a great place to work. We offer competitive wages and benefits, paid time-off, flexible scheduling and many more perks. This administrative position is hourly, 30-40 hours per week. Typical office hours will be required with an occasional weekend or evening as needed. Pay is based on experience, starting between \$17-18/hour.

**Please submit a cover letter and one-page resume to [admin@cvcountryside.org](mailto:admin@cvcountryside.org).**

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