



Administrative Coordinator

Hours: 8-10/week or 35 / month, \$24/hr

Reports to: Co-Director

The Administrative Coordinator works collaboratively with everyone at BFR to help the organization reach its goals by conducting a wide range of administrative activities. The Administrative Coordinator needs to be highly organized, detail-oriented, and have the ability to safeguard confidential information. Here's what we're looking for to start with, although the role may expand depending on our needs and your interest:

DONOR CRM MANAGEMENT & DONOR ENGAGEMENT

(~3 hrs/ week)

A. Donor CRM Entry and Management:

- a. Oversees the implementation of all gift entry, acknowledgment, and donor stewardship procedures
- b. Enter all charitable donations and associated donor information into the CRM database (Nonprofit Easy) on a weekly basis and during the fundraising campaigns, in a timely manner, with a high degree of accuracy. This information is compiled from various donation websites, checks and other donor advised funds.
- c. Pull donor reports and keep donor management information up to date and accurate.
- d. Coordinate with the development team to follow donor management plan and deliverables

B. Donor Acknowledgement and Engagement:

- a. Produce and send all donor acknowledgment letters, tribute cards, and annual giving statements. Thank you cards go out to all first-time donors and annual cards and letters go out to the whole contact list.
- b. Respond to all inquiries from current and prospective donors about donations, tax acknowledgment letters, or any other information related to BFR.
- c. Communicate with donors about needed changes regarding payments and donations.

FINANCIALS AND PAYROLL

(~3 hrs/ week)

A. **Financial and Accounting**

- a. Complete accounting data entry through BFR's accounting system (Quickbooks). Categorize expenses and revenue, keep the system up to date on a daily or weekly basis.
- b. Accurately log incoming checks and receivables
- c. Pay Invoices for contractors: mail or use bill pay for outgoing payables and invoices; collate and file documentation. Pay rent and other monthly invoices.
- d. Create invoices for earned income opportunities and memberships. Follow up to ensure invoices are received.
- e. Go to bank to deposit checks, and carry out other financial obligations for organization.
- f. Update program budgets and provide financial reports to the program teams respectively and answer any questions they have about spending and development monthly
- g. Update organizational spending and budget spreadsheets and provide financial reports to the development team and Co-Director monthly, and to the board quarterly.
- h. Update staff spending for professional development and health and wellness stipends

B. **Payroll:** Ensure all timesheets are accurately filled and payroll spreadsheet is accurately completed in a timely manner for outside payroll processing company

C. **Employee Benefits:** Ensure all staff are signed up for benefits as they change or are needed to update. This may include annual benefits analysis as well as onboarding new employees. Some of these include but are not limited to:

- a. Phone line management and supporting staff to get on the phone line
- b. EcoPass purchase and ensuring staff have access to their individual bus passes
- c. EgoCarshare membership and ensuring staff get on Ego account when needed
- d. Supporting staff with setting up their HSA
- e. Organizing professional development opportunities, and supporting staff to take advantage of health and wellness & professional development payments

OTHER ADMINISTRATIVE TASKS

(Vary 1 hr/ mo - 2 hrs / year)

Weekly

A. Business related errands:

- a. Check PO box and sort incoming mail and manage outgoing mail including managing postage.
- b. Support with purchasing needed materials for staff and programs.

Monthly

A. Help staff meeting run smoothly

- a. Set up interpretation ahead of time & pay invoices after
- b. Troubleshoot any technical issues or logistics needed for meetings

Quarterly

B. Support with internal event coordination: Organize staff and board retreats and fun activities, including but not limited to finding appropriate spaces, ordering supplies and food, organizing activities, and managing RSVPs.

C. Taxes & Paperwork: Work with the BFR accountant to ensure we are in compliance with tax returns and paperwork needed to stay in regulation with the IRS and state tax filing requirements.

Annually

D. Staff and Intern Contracts and Paperwork: Once per year, update staff contracts with new pay and any provisions that need to be made. Create internship contracts and work with Workforce Boulder to recruit and set up internships. Coordinate with new staff and interns to receive proper paperwork and timesheets for tracking.

E. HR Compliance: Understand Colorado State employment laws and make sure BFR is compliant with law and personal values. Understand state benefits like paid FML & retirement for state workers, and ensure BFR has opportunities available for staff. Break down information for staff in easy-to-understand format. Create SOP guidelines for staff. Work with the Co-Director to make any adjustments to policies and practices as necessary.

F. Insurance:

- a. Pay insurance premiums on a quarterly or annual basis.
- b. File insurance claims as needed
- c. Ask for insurance certificates for funders and outside contractors as needed

G. Office and Storage Unit Lease: Coordinate and negotiate office lease and storage unit lease sign paperwork when necessary.

H. Event Administrative Duties: We host an annual fundraising event that has administrative duties associated with it, such as applying for the necessary

permits and licenses to host the event. Paying invoices and ensuring necessary contracts are in place.

As Needed

- I. Employee Handbook Updates:** As needed, make necessary changes to employee handbook to reflect changes in policies that staff or leadership decide is best for the organization.
- J. Physical Infrastructure at office:** Support the organization by ensuring the office is in stock with needed inventory. This includes:
 - a. Ensuring the office inventory is up to date. Order supplies as needed.
 - b. Troubleshooting equipment concerns. Following up with equipment fixes either by ordering new equipment for office needs or finding outside vendors to fix existing equipment.
 - c. Setting up and maintaining necessary office components such as the internet, printer, and other office equipment.
- K. Job Postings:**
 - a. Post job description and application on website when jobs open up
 - b. Work with the hiring manager in posting jobs on multiple platforms
 - c. Remove jobs from platforms when they are closed
- L. Other Administrative or Human Resource tasks**
 - a. There will likely be emergent needs as this position in and of itself is new. A negotiation of time and task management will happen if additional ongoing tasks need to be added.

TEAM

(~5 hrs/ mo)

- A. Attend supervision meetings with the Co-Director, all-staff meetings, and development team meetings to discuss tasks, progress and needed support and skill building. Get a sense of BFR's work and ways we communicate about the work.
- B. Develop a general understanding of community issues that impact BFR's work, e.g., food access, food waste, community-organizing, economic development
- C. Participate in external meetings and community events when required, supporting efforts to educate the community about BFR and its programs, representing BFR in a professional manner.
- D. Work collaboratively and effectively as an intern-departmental team member, including close communication with all staff and participants.

PEOPLE WHO LIKE WORKING AT BFR ARE:

- A. **Communicative:** A lot of work happens on your own, so we try to provide weekly check-ins to give each other updates, and communicate about progress, expectations, timelines, and more. We highly encourage folks to ask questions about the work and make sure we are on the same page!
- B. **Resourceful:** We try our best to give you all the tools you need to be successful in your job, and to develop as an individual and reach your own goals. We provide a lot for our size, and we highly encourage you to ask for your needs. That being said, we are not micromanagers and we aren't a very big organization, so folks who generally thrive at BFR are folks who are resourceful, comfortable with ambiguity, and willing to try out different things, make mistakes, and iterate. You will be expected to learn some skills on your own or seek out the resources you need to learn them (research things online, attend training, etc.).
- C. **Collaborative:** We operate in a hierarchy where feedback flows both ways. We make shared decisions when those decisions may impact other people and their work and well being. Although each position has a fair amount of autonomy, our work overlaps with one another and impacts one another. Folks who love working for BFR are folks who are aware of the interdependency of each other and seek out input on decisions or actions.
- D. **Accountable:** We all make mistakes, cause harm, and do things that impact people in ways that we don't intend. We ask our staff to be accountable to their harms, to drop defenses and to do the inner work of looking at their part in situations. We recognize power across identities and positions, and that humans are complex people with different needs. Our goal is to move the work along, so we try to meet each other in what we need. We also aim to have hard conversations that are generative and support someone's development as people and as coworkers. We recognize that conflict is uncomfortable, but also normal, and we hope to all grow together.

QUALIFICATIONS

Individual applications will be reviewed on a case-by-case basis and evaluated based on merit and experience, with particular emphasis on a strong work-ethic and personal dedication and passion for the mission of the organization.

You'd be a great fit for this role if you're...

- Passionate about food justice and social justice and interested in knowing how to apply that lens in a small organization

- Willing to work for 8-10 hrs/ week, with flexibility between different months of the year.
- You're accurate and **detail-oriented**, and hold a special place in your heart for a well-crafted spreadsheet in excel
- You're not a certified accountant or anything, but you're familiar with basic budgeting and bookkeeping concepts, and are comfortable with data tracking and data management
- You have no problem communicating in a way that's prompt and professional without letting go of your authentic voice. You're willing to ask questions and ask for support.
- You engage the team to understand what they need if creating tools and processes for everyone to use. You use feedback to design processes for staff.
- You're familiar with Quickbooks and Google Suite (drive, docs, sheets, etc). If you're not familiar with Quickbooks, you're excited to learn.
- You're interested in possibilities to grow your role with us as new opportunities arise.
- You're resourceful and comfortable working on your own initiative.
- It's preferential, but not necessary, if you're based in the Boulder-Denver metro region of Colorado. While much of this work can be done online, some office and mail based errands need to be done in person on your own time. If you're the right fit for the position but aren't in Colorado, go ahead and apply. We can get creative about the in-person responsibilities.

Compensation and Benefits:

This position is paid at \$24/hr for up to 35 hours per month. This averages to 8 hours a week, but some months are more busy than others. Some months may have less hours needed, as 35 is a maximum amount.

Benefits: Part time employees still get benefits at BFR!

- PTO vacation and sick leave for PTE are prorated for the hours you work per week. So if you work 8 hours per week, you get PTO for up to 8 hrs per week, 2 hours per day, or 1 hour per half-day :
 - PTO starts at 2 weeks and scales to 5 weeks based on tenure for vacation leave

- Paid additional 7 days sick leave
- Paid holidays, birthday, and floating holiday of your choice
- Paid monthly self-care half-day
- Remote working and semi-flexible schedule
- Work from home equipment and internet package
- Personal cell phone payment package
- Professional development stipend
- Health and wellness stipend
- RTD bus passes
- Eco Carshare membership
- Community cycles membership
- Optional Health Savings Account
- Free tax return for employees
- Workers compensation coverage
- Unemployment & severance package after 1 year of employment

TO APPLY

Send a (1) resume and (2) a cover letter and/or short video to

hayden@boulderfoodrescue.org. If you're excited about it and it's easy, send a spreadsheet you created that you're proud of. **Apply by February 11th at 11:59pm.** Folks that identify as BIPOC and/or LGBTQIA+ are especially encouraged to apply!