



# Operations Assistant

## JOB OPENING

Fair Food Network is founded on the belief that vibrant local food systems can create health and economic opportunity for all. A national nonprofit, we work with a diverse network of partners and pioneer solutions that support farmers, strengthen local economies, and increase access to healthy food—especially in our most underserved communities. We also serve as a network for the good food movement, bringing people together to generate ideas, share resources, and promote policy change.

Central to our work is developing programs that create on-the-ground impact and serve as replicable models that inform public policy. Key efforts include healthy food incentives and fair food financing, which together grow demand for healthy, locally grown food while building the system's capacity to meet that demand.

The Operations Assistant will be responsible for managing the office environment and basic operations portfolio for the organization, including facilities, information technology and human resources, in support of an efficient workplace and desirable organizational culture. The Operations Assistant will work primarily out of the Ann Arbor, Michigan office, but will also be responsible for maintaining the Detroit office and liaising with out-of-state staff on their local offices. This position is full-time. The Operations Assistant will report to the Assistant to the President and Special Projects Manager.

## Responsibilities

### Facilities

- Liaise with landlord, handyman and cleaning staff as needed
- Maintain the care of the Fair Food Network physical offices, including ensuring cleanliness and organization; beautifying/re-arranging the physical spaces; and implementing measures to reduce waste and ecological impact
- Manage and order office supplies and maintain functionality of furniture and equipment
- Manage phone reception and collect/distribute mail
- Assist with upcoming office move including coordinating with a moving company, researching and requesting quotes from outside vendors, and supporting and organizing staff throughout this transition

### Information Technology

- Provide IT support to staff, including basic troubleshooting of equipment, software and systems
- Maintain technical resources and liaise with IT vendors
- Help update contact management database (Salesforce) especially as relates to executive-level partners and correspondence
- Respond to and manage incoming emails to [info@fairfoodnetwork.org](mailto:info@fairfoodnetwork.org) account

### HR

- Coordinate social, team-building and skills-development events

- Maintain, update and enforce policies in employee handbook, policies and procedures manual, and labor regulations
- Coordinate and track employee benefits
- Facilitate hiring and orientation of new staff
- Manage intern program

## Other

- Preparing check requests and invoices
- Prepare checks to be mailed and maintain shared mailing log
- Other job-related duties as necessary
- Work environment requires ability to perform general office administrative duties and involves some physical exertion and/or strain, primarily involving office decoration/layout and facilities management

## Qualifications

We're seeking candidates with an interest in **mission-driven work**, who are **critical thinkers** and have **demonstrated ability to manage multiple priorities**. In addition, you should have:

- Experience managing a wide-variety of IT systems and platforms including Microsoft Office products and data management software (Salesforce experience is a plus)
- An ability to maintain a high-level of confidentiality
- Strong organizational skills, including attention to detail and follow through
- An orientation towards great customer service to fellow staff and visitors
- Bachelor's Degree or equivalent experience

Experience coordinating human resource activities and facilitating meetings are a plus, but not required.

## How to Apply

Please send a cover letter and resume together in one file to [jobs@fairfoodnetwork.org](mailto:jobs@fairfoodnetwork.org) with subject line "Application: Operations Assistant." Applications will be reviewed on a rolling basis with priority given to those received by **December 22<sup>nd</sup>**.

## Fair Food Network is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse community that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.

- Classification: Full-time, non-exempt
- Compensation: \$30,000-\$35,000 plus a generous benefits package
- Reports to: Assistant to the President & Special Projects Manager