



Maine Organic Farmers and Gardeners Association
MOFGA Office Manager
(February 2023)

Title: Office Manager

Supervisor: Operations Director, Operations Team

Work Week: Full-time; Additional hours during evenings and on weekends may be required.

Additional Work Hours: This position is based in MOFGA's main campus in Unity, ME.

Salary Range: The salary range for this position is \$45,000-\$48,000 annually, dependent upon experience. This position is Salaried and considered exempt under Federal Fair Labor Standards Act regulations.

Benefits: MOFGA offers an excellent benefits package including:

- low-cost medical, dental, vision, and supplemental insurance
- employer paid life insurance
- access to a 403B plan
- ample paid time-off: 14 paid holidays, plus 2 week long full office closures
- 4 weeks of accrued paid vacation after the first year, additional paid sick time and three personal days per year
- Paid parental leave
- Paid Sabbatical after 7 years of service

Summary: We are growing our Operations Team! MOFGA's Operations team is currently hiring for an Office Manager - this position will manage all aspects of the day-to-day running of MOFGA's offices located in Unity, Maine. The ideal candidate will be organized and have an excellent attention to detail and feel comfortable working on multiple projects and tasks at the same time, while remaining flexible to pivot priorities when needed. They will enjoy working and communicating regularly with a diverse group of people including other staff, members and visitors, contractors and volunteers. This position is multi-faceted and will allow the position holder to work on a wide range of projects ranging from routine and daily tasks, to more creative and innovative projects that will help to streamline and improve internal operations at MOFGA.

Required Abilities and Knowledge:

- The ideal candidate will bring a cheerful disposition and positive attitude to the position and team
- A proactive and creative problem solver who takes initiative to find solutions and answer questions
- Able to handle many projects simultaneously and prioritize workload; flexibility is key as priorities may change
- Ability to work well with staff, volunteers and the public through effective verbal and written communication
- A team player willing to provide support and coverage to the team on projects and tasks when needed or asked
- Comfortable answering and forwarding calls and questions from a large and diverse constituency
- Proficient in Computers and Technology: an understanding of computers and computer systems including email, internet search engines, Microsoft Office, Google Workplace, CRM or database programs etc.
- A basic understanding and ability to troubleshoot technical issues
- Ability to maintain discretion and confidentiality





Responsibilities:

Reception & Information Management

- Answer MOFGA's main phone line and forward calls to appropriate staff members
- Respond to phone, email and in-person inquiries in a timely manner by providing information directly or putting individuals in touch with the appropriate staff member
- Greet and assist members of the public visiting MOFGA's office or grounds
- Maintain and develop standard operating procedures related to the position and office procedures
- Keep MOFGA's internal staff directory and contact information up-to-date
- Provide orientation for new and existing staff members around office procedures
- Work with MOFGA's teams to create a welcoming and educational public space in the Unity Office to showcase MOFGA's work, mission and important resources

Mail Processing & Data Entry

- Collect and process mail on a daily basis, including scanning and circulating mail to staff
- Sign for deliveries at the Unity office
- Assist with processing outgoing mail
- Manage postage machine contract and invoices
- Prepare daily revenue reports for donations and payments received via mail, enter revenue into MOFGA's database, and process deposits of checks & cash
- Provide support and back up to the Finance and Operations Coordinator around financial data entry
- Assist with MOFGA's account receivable processes, including but not limited to assisting with sending invoices, and following up with customers
- Provide support as needed with routine database housekeeping and data entry tasks

Office Management

- Monitor and ensure office supplies are stocked, including developing an inventory process
- Coordinate ordering of cleaning, bathroom and kitchen supplies for the office with the Buildings and Grounds team and Common Kitchen Manager
- Respond to and manage community requests for using or renting MOFGA's buildings and grounds
- Maintain and build upon existing event protocols for internal and external events held at MOFGA
- Collaborate with MOFGA team to explore new opportunities to rent space out for events on MOFGA's campus
- Maintain a MOFGA-wide shared calendar system for office events & meetings; this may include revamping existing systems and will require cross-team collaboration to improve use of shared calendars
- Oversee contracted office cleaning team, assisting with scheduling and ordering cleaning supplies
- Represent MOFGA at relevant Unity Town and Business Exchange meetings

IT & Office Equipment

- Ensure all office equipment both in the offices and loaned out to staff working remotely is maintained or placing service calls with maintenance teams to get repairs
- Manage and foster relationships with a wide range of equipment vendors and service providers for all aspects of Office operations
- Manage MOFGA's phone services including the office phones, business cell phones and phone solutions for remote employees
- Maintain and assist with set up as necessary of shared conferencing equipment





- Provide assistance to staff with basic IT questions and redirect higher level IT requests to MOFGA's IT service providers
- Update and document new IT and information management procedures best practices
- Work with the Operations Director to coordinate RFP and contract quoting for new and existing equipment and IT contracts as needed
- Develop an equipment inventory and tagging system for MOFGA office equipment
- Support the Common Ground Country Fair team with tasks including but not limited to: set-up, clean-up and roles as assigned during the fair weekend
- Carrying out other duties as needed

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

To apply, please submit a cover letter and resume to Anna Miller, Operations Director, at hire@mofga.org. Application review will begin on Feb 22, 2023, but will remain open until this position is filled.

