



## Administrative Coordinator

### **Summary:**

Feed Black Futures (FBF) bridges communities, farmers, food organizations, and food resources. Based in Oakland, CA, we're an abolitionist, food justice nonprofit advocating food sovereignty and empowering Black food economies through education, networking, and advocacy. Join us in rewriting the narrative, forging a future where everyone has access to fresh, nutritious, culturally-relevant food; where food is a symbol of resilience and liberation.

### **Job Description:**

The Administrative Coordinator plays a pivotal role in supporting the functioning of our organization by overseeing administrative tasks, coordinating outreach efforts, and facilitating efficient planning. This role requires exceptional organizational skills, attention to detail, and the ability to manage multiple responsibilities concurrently.

### **Roles and Responsibilities**

#### **Administration:**

- Manage our admin email, ensuring proper redirection and timely responses to inquiries.
- Maintain and update the admin calendar, encompassing organizational events, payroll deadlines, team birthdays, holidays, and other relevant activities.
- Organize materials and send follow-up emails to our Advisory Circle, Steering Committee, and community partners, ensuring clear communication and action items.
- Coordinate honorariums, gift cards, and other payments, including procuring and submitting requisite forms from vendors or individuals, such as W-9s and ACH transfer forms.
- Schedule meetings as required, ensuring effective coordination among team members and partners.
- Assistance with project planning and maintenance of our project planning software.

#### **Grants and Donor Support:**

- Correspond with funders and manage follow-up paperwork, including the provision of requested documents and information.
- Schedule and calendar calls with funders and community partners, sending reminders 24 hours in advance to ensure attendance and preparedness.
- Handle other communications as requested, maintaining professionalism and accuracy in all interactions.

#### **Travel and Accommodations:**

- Create comprehensive travel plans for travelers, considering logistics, budgets, and preferences.
- Arrange accommodations and airfare, taking into account travel policies and cost-effectiveness.
- Schedule trips, referencing existing itineraries and factoring in travel time to minimize disruptions.
- Book travel and accommodations promptly, ensuring accuracy and adherence to organizational guidelines.
- Add confirmed plans to travelers' calendars and provide necessary details for smooth travel experiences.

**Other administrative support as needed including help with marketing and communications, events, and organizational development.**

#### **Desired Skills:**

- Exceptional communication, organization, planning, and time management
- Proficiency with Google suite, Calendly, Canva, Adobe suite, Instagram, LinkedIn

#### **Role Overview**

- **Role location:** Hybrid - Up to two days a week in person - Oakland, CA preferred
- **Reports to:** Co-Executive Director of Operations and Communications
- **Hours:** 25 hours/week; flexible hours within a M-F 9am-5pm schedule
- **Compensation:** \$35/hour
- **Status:** Part-time, non-exempt

#### **Applying:**

Please submit your resume and cover letter to [info@feedblackfutures.org](mailto:info@feedblackfutures.org) with the title "Administrative Coordinator Application". We will prioritize applications received before **May 6, 2024**.