

REAP FOOD GROUP

3241 Garver Green Madison, WI 53704 608-310-7836 reapfoodgroup.org

Administrative Coordinator

Posting Date: May 10 2024

Deadline for Application: May 24 2024

Location: Madison, WI

Reporting To: Executive Director

Work Schedule: 0.6 FTE, 24 hours a week, flexible work schedule

Position Summary:

REAP food group is hiring a part time Administrative Coordinator. Primary responsibilities include administrative tasks such as ensuring efficient office operations, logging financial contributions and payments, assisting with data management, processing payments and payroll, and human resource tasks such as insurance renewals, filing organizational and hiring paperwork. They will also work closely with our contracted accounting and bookkeeping contractor.

Who We Are:

REAP Food Group, a non-profit organization based in Madison, WI, believes we can transform communities, economies, and lives through the power of good food. We are passionate about creating an equitable, local, and sustainable food system. We strive to be curious, inclusive, catalysts for change, and collaborators. Ultimately we are connectors in the food system. We do this by:

- *Advocating* for policies that support an equitable and environmentally sustainable local food system that drives social and environmental justice, improved health, and economic development;
- *Creating* and supporting markets, infrastructure, and strategies that connect local farmers to institutional and individual buyers;
- *Amplifying* community-led solutions to overcome structural barriers to accessing local food through the intentional inclusion of diverse voices; and

- *Celebrating* with the community through sponsored events that highlight Dane County's and southern Wisconsin's abundance of wholesome, locally raised food.

Who You Are:

You are mission-driven and believe in the power of transformative relationships and an equitable food system. You are highly organized, adapt well to change, detail oriented, have excellent communication skills and have experience with administrative tasks.

What You'll Do:

- Administrative Support
 - Provides support to ensure efficient program and office operations
 - Perform daily data entry, inputs and updates in program databases and spreadsheets
 - Perform ongoing data maintenance and support data reporting as our database needs expand
 - Ensure that deadlines are met and adapted to changing priorities
 - Track and file annual organizational licensing and renewals.
 - Manage organizational insurance policies
- Human Resources Support
 - Works with discretion when handling sensitive information to maintain confidentiality, security, and ensure compliance with internal policies and regulations
 - Assists with hiring and paperwork upon new employee hiring
 - Prepares and submits monthly payroll through online system
 - Manages employee health and dental insurance programs
 - Oversees REAP 401(k) retirement plan and ensures accurate and timely filing of monthly and annual retirement deposits and reports.
 - Serve as point person for annual worker's compensation insurance audit.
- Financial Support
 - Creates invoices for all program charges, applies payments received to invoices, and regularly runs an aging report for past due invoices
 - Work with program staff and accounting firm to ensure grants payments are accurate and staff hours are properly allocated
 - Oversee cash levels in all accounts, maintain relationships with banks; responsible for oversight of treasury management services

Must Haves:

- Administrative, finance, or human resource experience
- Excellent interpersonal and communication skills

- Highly organized
- Ability to balance workflow
- Competent with quickbooks, databases, or CRM
- Financial acumen and previous financial experience
- Dedication to dismantling race, class, gender, and other social justice barriers
- Willingness to center joy in our work together

What Else You Should Know:

While REAP has a physical office space, staff have hybrid work schedules for all employees to benefit from the flexibility of remote work and camaraderie of in-office collaboration.

Compensation:

The admin coordinator is a non-exempt position at \$25/hr. The Admin Coordinator is eligible for paid holidays, paid time off, and retirement plan participation upon hire with an employer match eligibility after 1 year of work.

To Apply:

If you require accommodation for the job application process do not hesitate to contact our team to let them know what type of accommodation you need. Note that we may only be able to meet candidates selected to move forward in the hiring process, but will give updates as soon as possible. Please email application cover letter and resume to jobs@reapfoodgroup.org.

REAP Food Group values diverse life experience and is proud to be an equal opportunity employer. REAP strongly encourages applications from persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively representing low-income people and underserved communities.