



## **Associate Director / Lead Administrator**

Fair Food Matters is a 501(c)3 non-profit organization that works in community to educate, connect and empower under-served youth through food and garden-based hands-on learning experiences. We serve youth in Kalamazoo, Michigan.

**Reports to:** Fair Food Matters Executive Director

### **Position Summary:**

- Work in partnership with Executive Director to complete non-profit administration, fundraising, and outreach/marketing duties
- Position is part-time, year-round (20 hours per week), with occasional evenings and weekends
- Possible room for advancement and additional hours as the organization grows

### **Experience / Skills:**

#### **Required:**

- Non-profit administration and management
- Financial management, including fundraising, grant writing, and book-keeping
- Experience with public speaking and presentations
- Computer skills: email, word processing, spreadsheets, presentations and graphic design, financial management software (quickbooks), web maintenance, and social media

#### **Preferred:**

- Previous experience with volunteer coordination and customer service
- Interest and experience working with food, youth, and gardens
- Experience with social justice / anti-oppression work

#### **Personal Qualities:**

- Excellent written and verbal communication skills
- Strong interest in education, healthy food, sustainability and social justice
- Highly self-motivated, organized, creative and flexible
- Ability to work independently and as part of a team
- Reliable, responsible and dependable
- Ability to prioritize and complete tasks on a timely basis

## **Duties and Responsibilities:**

### **Administration**

- Assist with general administrative tasks of the organization
- Maintain office supply inventory and purchasing
- Manage general filing, organization, and office cleanliness
- Assist with volunteer recruitment, management, and tracking of volunteer hours
- Assist with record keeping and program evaluation
- Attend monthly board meetings
- Keep accurate records of hours, expenses, and outcomes
- Communicate regularly with supervisor about progress, difficulties, and needs

### **Fundraising and Book-keeping**

- Enter financial transactions in Quickbooks and prepare financial reports
- Assist with researching, writing and submitting grant applications and reports
- Coordinate and implement small-scale fund-raising events as needed
- Assist with cultivating major donors and business sponsors
- Help with creating, mailing, and recording donations from bi-annual letter campaigns

### **Outreach / Marketing**

- Serve as a positive representative of Fair Food Matters, sharing information about the organizational mission and activities with the community
- Create and provide informative presentations about Fair Food Matters and its work
- Attend relevant community meetings and assist with developing and maintaining community partnerships
- Assist with social media posts and monthly e-news
- Update website regularly, ensuring information is accurate and current
- Regularly check postal mail, email and voicemail; follow-up as appropriate

**Compensation:** salary dependent upon experience

**How to Apply:** Visit our website ([fairfoodmatters.org](http://fairfoodmatters.org)) or call 269-492-1270 for an application packet. Please send completed application with cover letter, resume, and three professional reference letters to: Fair Food Matters, 315 N Burdick St Suite 500, Kalamazoo MI 49007. This position will remain open until filled.

For more information, please visit our website at <http://www.fairfoodmatters.org> , email [heather@fairfoodmatters.org](mailto:heather@fairfoodmatters.org), or call 269-492-1270.



## FAIR FOOD MATTERS EMPLOYMENT APPLICATION

Please send completed application packet to:  
**Fair Food Matters**  
**315 N Burdick Street Suite 500**  
**Kalamazoo MI 49007**

### Contact and Background Information

Name			
Address			Apt. Number
City		State	Zip Code
Home Phone	Work Phone	Cell Phone	Email Address

**Employment History** - Please list most relevant employers (beginning with any current employment). If you do not wish for us to contact a present or previous employer, please indicate below.

Start date	End date	Pay rate
Employer Name		Position Title
Address		
Supervisor Name		Phone
Job Duties		
Reason for leaving		

Start date	End date	Pay rate
Employer Name		Position Title
Address		
Supervisor Name		Phone
Job Duties		
Reason for leaving		

Start date	End date	Pay rate
Employer Name		Position Title
Address		
Supervisor Name		Phone
Job Duties		
Reason for leaving		

Please describe any relevant education or training you feel is related to the position. Also describe skills, experiences, hobbies, or interests along with organizational membership, certifications, etc. you consider relevant.

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When are you available to begin employment with Fair Food Matters? \_\_\_\_\_

Please indicate days and times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

How did you learn about this employment opportunity? \_\_\_\_\_

If hired, could you show evidence of your right to work in the United States?     \_\_\_ Yes           \_\_\_ No

*I verify that all information contained herein is true to the best of my knowledge. I authorize my present and former employers (unless otherwise indicated on this application) to release to Fair Food Matters any information concerning my employment, including my job performance. Further, I release all these parties from liability for any damage (except that resulting from misrepresentation), which might result from furnishing this information. I understand that a background check is part of the application process. The information provided on this application (and accompanying materials, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date. I understand that employment with Fair Food Matters is for no definite period of time. Fair Food Matters and its employees have at all times the right to terminate the employment relationship.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed application with cover letter, resume, and three professional reference letters to: Fair Food Matters, 315 N Burdick St Suite 500, Kalamazoo MI 49007**