

## **Agriculture and Land Based Training Association (ALBA) Position Announcement**

**Title:** Administrative Assistant

**Status:** Full-time

**Exempt Status:** Non-Exempt

**Organization:** ALBA is a community-based non profit organization whose **mission** is to advance economic viability, social equity and ecological land management among limited resource and aspiring farmers on California's Central Coast, through the provision of training, demonstration, technical and marketing assistance, and access to land, at its two bilingual education centers in Salinas and Watsonville. Serving a primarily Latino audience, ALBA's work is grounded by the belief that in order for limited resource and aspiring farmers to gain a foothold within California's highly competitive agricultural sector, they must have access to information, capital and land – and initially, reduced risk farming and business incubation opportunities. In carrying out its mission, ALBA aims to contribute to a more just and sustainable food system. ALBA staff are bilingual and most educational activities are conducted in Spanish.

**Responsibilities:** Based at the Rural Development Center (RDC) in Salinas and reporting to the Administrative Director (AD), the Administrative Assistant (AA) provides comprehensive administrative support to the Administrative Director, the Executive Director and program staff in carrying out the mission of the organization. The scope of responsibilities includes, but may not be limited to:

- Office management
- Reception (answering phones, checking ALBA general email, greeting visitors to office, sorting mail, etc.)
- General administrative support to AD, ED and program staff
- Human resource recordkeeping and staff liaison
- Bookkeeping, including Accounts Payable, Accounts Receivable and vendor relations
- Scheduling and Event Coordination
- Facilities, equipment and technology management
- Purchasing
- Coordination and facilitation of internal and external communications
- Provide outreach and public relations support to Communications and Program Directors
- Editing, translation (depending upon experience)

**Qualifications:** B.A./B.S. preferred; Excellent written and oral communication skills in both English and Spanish; Ability to communicate with diverse constituents including farmers, farm workers, donors, political officials and colleagues. In addition, the position requires:

- 3-5 years administrative and bookkeeping experience; experience with Quickbooks
- A California Drivers License, automobile liability insurance, and a personal automobile for occasional errands;
- Strong organizational, analytical and judgment skills and the ability to work independently, at times with minimal supervision, and as part of a team;
- Ability to work well in a fast-paced environment, exhibiting flexibility, able to work on multiple tasks simultaneously and to adjust to competing priorities;
- Ability to lift 25 lbs.
- Proficiency in the use of PCs and the Internet;
- An interest in non profit organizations and sustainable agriculture and food systems;
- A willingness to work on a farm in a rural area.

**Salary and benefits:** Salary is \$30,000-35,000 yearly to start, commensurate with experience. ALBA provides an excellent benefits package, including 9 paid holidays annually, employer-paid health insurance premium for employees and subsidized premiums for dependents, Simplified Employee Pension with employer-contribution, access to employee-funded 403b retirement plan, and 2.5 weeks paid vacation during the first year of employment.

**To apply:** Interested candidates should send a resume, cover letter with salary history, and a list of three employment references to: Administrative Assistant Search Committee, ALBA, P.O. Box 6264, Salinas, CA 93912, **fax** 831-758-3665, or **e-mail** <patty@albafarmers.org>. Applications will be considered on a rolling basis until the position is filled. ALBA is an equal opportunity employer, and does not discriminate on the basis of race, color, disability, sexual orientation, or otherwise. ALBA is a drug-free work place.