

## GROWING GARDENS Job Announcement

### OFFICE MANAGER/ADMINISTRATIVE SUPPORT 20 hours per week



GROWING GARDENS

GROWING GARDENS is a ten-year old nonprofit that digs at the root of hunger in Portland, Oregon by building organic, raised bed vegetable gardens in backyards. Youth Grow school garden clubs grow future veggie eaters and growers! Learn & Grow classes cover basics to cooking & more.

We currently seek a creative, enthusiastic, **experienced** and detail-oriented **office manager**. This new position will increase the efficiency and effectiveness of our day-to-day operations. The office manager works with the Executive Director and staff to establish and maintain the smooth operation of office functions.

#### Key Responsibilities

##### Office Operations Management

- Manage maintenance needs of office, facility and equipment.
- Manage and implement office procedures, upkeep and basic clerical duties.

##### Administrative Support

- Maintain hard copy and electronic filing systems.
- Provide administrative assistance for development and fundraising projects.
- Provide administrative assistance for office and donor correspondence.

##### Accounting

- Process donation deposits.
- Provide administrative and accounting support for bookkeeping and accounts payable.

##### Human Resources

- Administrative support for Human Resources and payroll processing.

#### Requirements

- Direct experience in office management and clerical tasks
- Direct experience trouble-shooting IT
- References for excellent file, data and database management
- Direct experience in establishing and refining office protocols
- Attention to detail and high standards for accuracy
- Proficiency in MS Office, accounting ( QuickBooks), payroll (ADP)
- Collaborative and flexible
- Sense of humor
- Commitment to GROWING GARDENS mission

**Pay and Benefits:** starting pay is \$12,500 to \$14,000/ year, paid time off, health, vision and dental insurance

**To Apply:** submit resume and cover letter including references:

by mail: GROWING GARDENS Office Manager, 2003 NE 42nd Ave. #3, Portland, OR 97213

by fax: 503.280.0603

by email: [info@growing-gardens.org](mailto:info@growing-gardens.org) (pdf file if possible)

This position will remain open until filled.

**GROWING GARDENS is an equal opportunity employer. Women and people of color are encouraged to apply.**

*planting seeds for good food, healthy people and strong communities...we help people GRDW!*

