

Alabama Sustainable Agriculture Network (ASAN)

Administrative & Program Assistant

Full-time position, occasional nights/weekends required

Based in: Birmingham, AL

About ASAN:

ASAN is a grassroots network whose mission is to deepen relationships among the people of Alabama, the food we eat, and the place we live. ASAN was formed by bringing together farmers and other local-food stakeholders to share knowledge, resources, challenges, and solutions, but also to create space for shared community and social support.

Since its founding, ASAN has grown to have a reach of over 3000 farms, ranches, farmers markets, businesses, nonprofits, government agencies, and households. We disseminate information, news, and other resources across our network via a popular quarterly newsletter, monthly emails, and through our website and social media pages. ASAN provides scholarships for Alabama farmers to access learning and networking opportunities including state and regional farming conferences.

Our biggest event of the year is the late-fall Food & Farm Forum, which combines peer-to-peer and hands-on education with fellowship and community-building, and plays a critical role in growing and strengthening our network. (From 2013 to 2016 we held an annual series of 3-4 one-day Regional Food & Farm Forums throughout the fall. Prior to that, and beginning again in December 2017, the Forum is a statewide, multiple-day gathering.)

In September we hold a farm-to-fork picnic fundraiser called Graze: Birmingham, which pairs more than a dozen local farms each with a local restaurant/chef to prepare a single dish, creating an array of delicious foods for attendees to “graze” on.

We also occasionally host or partner on various workshops, field days, potluck dinners, social gatherings, and other events throughout the year. Lastly, as interest in the local and sustainable food movement grows, more and more we are called on to provide a platform for deeper, bigger-picture analysis of that movement and our individual roles in it. In 2017 we hosted our first convening of grassroots food leaders around the topic of community food sovereignty.

In 2017 we focused deeply on organizational development, internal capacity-building, and strategic planning, work which continues into 2018.

ASAN currently employs one full-time Executive Director and 1-2 other part-time staff. Our working environment is both autonomous and collaborative: each staff has work they work independently on, and are expected to complete and report back on where needed; at the same time we meet regularly to share progress and challenges and to talk through major decisions, and we remain available to one another for feedback and assistance.

Position Overview:

ASAN is looking to hire a full-time Administrative & Program Assistant, who will report to the Executive Director and perform a variety of critical functions in the day-to-day operations of a small, growing organization.

The demands of this position are varied and fluid; we are looking for someone who will thrive on that. This employee will be responsible for everything from day-to-day data entry and errands, to collaborating with other staff (and board and volunteers) to work on major projects/programs, to possibly acting as the lead coordinator on other minor projects/programs. The ideal candidate will be able to effectively balance the demands of these separate but simultaneous roles.

We are looking for an organized self-starter with strong follow-through. This person must be able to work effectively and sensitively as part of a team, as well as autonomously on independent projects. We are looking for someone who is attentive to detail while maintaining a clear, consistent, and discerning focus on the overall arc of a project, and its goals and priorities. This person must be able to identify and communicate their needs, and proactively identify and troubleshoot problems as they arise.

Desired Skills, Qualities, And Experience

- Highly organized thinker and do-er
- **Ability to proactively identify and solve problems;** resourcefulness. Ability to express needs and challenges and collaborate and negotiate to resolve them
- **Ability to conceive of a project from start to finish, and good judgement to make intermediate decisions / take intermediate steps**
- Exceptional written and verbal communication skills, discerning listening skills
- **Strong organizational and time management skills with exceptional attention to detail**
- Cultural humility; ability and willingness to engage a broad diversity of constituents to build long-term relationships
- Strong sense of self-awareness and self-knowledge, openness and candidness
- Ability to work autonomously without close oversight
- **Ability to effectively manage multiple priorities and stay focused**
- Versatility and adaptability
- Quickness and eagerness for learning
- Passion and enthusiasm for ASAN's mission and vision
- Fluency in MS Office and Google Suite (Docs, Sheets, etc)

Job Duties:

- **Assist Executive Director and other staff with programs and projects as needs dictate**
- Communicate with members, board, volunteers, and partners to organize and hold events, meetings, and other collaborative efforts
- Create and manage website content in Wordpress, oversee upgrades to website
- Draft content for newsletter, e-update, etc.

- Enter and update constituent data in our constituent relationship management (CRM) software Powerbase, including managing membership renewals
- Respond to phone calls and emails, set up meetings
- Document and systematize tasks/activities so as to build overall organizational capacity
- Create detailed, organized reports and spreadsheets to organize activity, progress, and other data

This position holds opportunity for growth, professional development, and specialization in certain key organizational areas including operations, communications, fundraising, bookkeeping, and programs, which could develop into a more focused, higher-level position after 12-18 months.

Job details:

Salary range: \$26-30K

Benefits: monthly stipend for individual health insurance through the ACA

Other requirements: Candidates are required to have their own cell phone and personal vehicle/reliable transportation.

Location details: ASAN's office is located within the Urban Collective in East Lake United Methodist Church, in Birmingham.

To apply:

Please send résumé and cover letter to Alice Evans, alice@asanonline.org. In your cover letter, speak to how your skills, background, personal attributes and habits, and personal and professional experience make you the best candidate for the position. Please submit both documents in PDF format, as attachments to a single email. Please do not exceed three pages in total (both documents combined).

Application deadline: rolling. We hope to have filled the position by mid-May.

ASAN is an Equal Opportunity Employer. People of color, people with disabilities, women, and LGBTQ+ people are strongly encouraged to apply. We are committed to nurturing diverse leadership within a diverse network, and seek to support our staff with ongoing opportunities for professional and personal growth.