

Alabama Sustainable Agriculture Network (ASAN)

## Membership and Office Coordinator

Full-time position 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. Our biggest event of the year is the late-fall Food & Farm Forum (and with it, our new Youth 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.

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. In July 2019 we also held our first-ever Graze: Huntsville.

We are piloting a CRAFT (Collaborative Regional Alliance for Farmer Training) Network with a farmer-led steering committee in fall 2019, and plan to provide administrative/organizational support to grow this program in 2020 and beyond. We occasionally host or partner on other various workshops, field days, potluck dinners, social gatherings, and other events throughout the year.

Beginning in 2017 we have focused deeply on organizational development, internal capacity-building, and strategic planning, which has included growing, reinvigorating, and more deeply investing in our membership base. We are piloting a Farmers Market Leadership Committee this year for farmers market managers, with a plan to build out additional member leadership committees in the future.

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 do independently, and are expected to complete that work and report back on it 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 Membership & Office Coordinator, who will report to the Executive Director and perform a variety of critical functions in the day-to-day operations of our small, growing organization. We are looking for a highly organized self-starter with strong initiative and follow-through. The demands of this position are at once routine and fluid; we are looking for someone who will thrive on

that. The ideal candidate will be able to effectively balance the demands of what-is and the vision of what-could-be.

### **Job Duties:**

- Database management – enter, update, and organize data in our constituent relationship management (CRM) software Powerbase
  - Manage membership and donation records
  - Create online forms and manage implementation of ticket sales / event registration
  - Run reports as needed
  - Propose ways to better streamline our data systems and better utilize available tools/resources
- Membership management
  - Collaborate with the ASAN board, specifically the Membership/Development Committee, to grow organizational capacity for member recruitment and member-leader development
  - Manage communication with new/existing members including thank-yous, renewal reminders, etc.
- Administrative support
  - Enter and organize data/records including contact information, survey results, and event evaluations
  - Act as office receptionist
  - Maintain and improve office environment
  - Run errands as needed
- General organizational support
  - Assist Executive Director and other staff with programs and projects as needs dictate
  - Contribute to the planning and execution of major ASAN programs and events including the Food & Farm Forum (annual conference), Graze (fundraiser events), quarterly newsletter, and CRAFT farmer training network
  - Communicate as needed with members, board, volunteers, and partners
  - Document and systematize tasks/activities so as to build overall organizational capacity
- (Preferred) Communications
  - Create and manage website content (Wordpress), oversee upgrades to website
  - Create, compile, and manage content for quarterly print newsletter, monthly e-updates, and other member/constituent communications
  - Design flyers and other promotional materials as needed
  - Make posts, create and manage events, and manage communications on ASAN's social media accounts (Facebook and Instagram)

### **Desired Skills, Qualities, And Experience**

- Two years relevant experience (work and volunteer) in nonprofit management, office management, communications, grassroots organizing, marketing and public relations, or other related field
- Proficiency in contact database programs (currently Powerbase), Microsoft Office (Word, Excel) and Google Suite (Drive, Docs, Sheets, Forms). Bonus: proficiency in event registration / ticket sales platforms, web design and content management, email delivery programs, graphic design (Adobe and Microsoft programs), and social media management services

- Strong commitment to and enthusiasm for ASAN’s mission, vision, and core beliefs; experience in sustainable ag issues a plus
- Exceptional organizational skills and attention to detail
- Excellent interpersonal, verbal, and written communication skills
- Ability to proactively identify, express, and solve problems; resourcefulness. Ability to express needs, and collaborate and negotiate to resolve them
- Ability to effectively manage multiple projects, priorities, and deadlines
- Cultural humility; ability and willingness to authentically engage a broad diversity of people
- Ability to work both collaboratively and independently

### **Job details:**

Compensation: \$28-36K plus monthly stipend for health insurance through the ACA

Location details: Employee will work at ASAN’s main office, located within East Lake United Methodist Church in Birmingham.

Other requirements: Occasional evening/weekend work and occasional travel is required, for special meetings/events. Candidates are required to have their own cell phone and personal vehicle/reliable transportation.

### **To apply:**

Please send résumé and cover letter to Alice Evans, [alice@asanonline.org](mailto: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. Please do not exceed three pages in total (both documents combined).

**Application deadline: rolling.** We hope to have someone in the position by early September.

*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.*