

Alabama Sustainable Agriculture Network (ASAN)

Membership & Office Coordinator

Full-time position in Birmingham, AL

Overview:

ASAN is looking to hire a full-time Membership & Office Coordinator, who will form the backbone of our small, growing organization. This person will be responsible for making the organization run smoothly, and – by being a receptionist, communications coordinator, and membership champion – representing the organization internally (ie to our own members and constituents) and to the general public. The ideal candidate has a strong passion for ASAN’s mission and organizational approach, and is an enthusiastic problem-solver with an organized, analytical mind and exceptional people skills.

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. With a central focus on relationship- and community-building, ASAN provides resources, training, social support, and interconnectivity to a growing community of small-scale sustainable farmers and other local-food stakeholders.

Our core programs include:

- Food & Farm Forum – annual full-network gathering held in December, which combines peer-to-peer and hands-on education with fellowship and community-building. Includes a youth-centric component called the Youth Food & Farm Forum, which is planned and executed by our statewide Youth Council
- Central Alabama CRAFT Network – monthly series of on-farm events comprised of a farmer-led tour/workshop and a potluck social, geared towards farmers, farm employees, and aspiring farmers
- Graze: Huntsville and Graze: Birmingham – farm-to-fork picnic fundraisers pairing 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
- Farmers Market Leadership Committee – member leadership committee for farmers market managers, with monthly Zoom meetings for peer-to-peer troubleshooting, collaboration, technical assistance, and moral support.

ASAN currently employs one full-time Executive Director and two part-time staff.

Job Duties:

The Membership and Office Coordinator:

- **Makes things run smoothly – ensures supplies, data, contacts, forms, and resources are readily available, accessible, organized, and error-free, to enable the organization to maximize its impact**
 - Enter and organize data/records including contact information, survey results, and event evaluations
 - Manage membership and donation records

- Create online forms and manage implementation of ticket sales / event registration
- Run reports as needed
- Maintain and improve office environment
- Run errands as needed
- **Crafts strategic and compelling language, imagery, and stories – about ASAN’s work and ASAN’s members’ work, to ASAN’s constituency and to the general public**
 - Creates, compiles, and manages content for ASAN’s website, monthly e-blasts, quarterly print newsletter, and social media pages
- **Takes every opportunity to bring new members into ASAN and deepen the organization’s relationships with our current members**
 - Acts as office receptionist
 - Manages communication with new/existing members
 - Works with the Membership/Development Committee to strategize and act to recruit and develop member-leaders
 - Seeks out opportunities to outreach to potential members and build relationships with existing ones, by phone, email, and in-person
- **Serves reliably and enthusiastically as an essential part of a very small, dynamic team**
 - Assists with ASAN programs and projects as needs dictate

Desired Skills, Qualities, And Experience

- Strong commitment to and enthusiasm for ASAN’s mission, vision, and core beliefs
- Exceptional organizational skills and attention to detail
- Exceptional interpersonal, verbal, and written communication skills
- Exceptional problem-solving skills and resourcefulness

- Cultural humility; ability and desire to authentically engage a broad diversity of people
- Enthusiasm for communicating with people across all formats/media
- Ability to express needs, and collaborate and negotiate to resolve them
- Ability to effectively manage multiple projects, priorities, and deadlines
- Ability to work both collaboratively and independently
- Proficiency in Microsoft Office and Google Suite. Bonus: experience with customer/client relationship management (CRM) programs and email delivery programs (e.g. Mailchimp)

Job details:

Compensation: \$32-38K plus monthly stipend for health insurance through the ACA

Location details: Once it is safe to do so, employee will work at ASAN’s main office, located within East Lake United Methodist Church in Birmingham. If shelter-in-place recommendations remain as of the time of hiring, employee will work from home until those recommendations are lifted.

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:

1) Please send résumé (PDF format, no more than 2 pages) to Alice Evans, alice@asanonline.org

AND

2) Either:

- a. Complete [this Google Form](#), or
- b. Record a short (3-5 minutes) video of yourself that addresses the questions in the Google Form above. The video can be sent to the email above, as an original file (please not TOO big) or as a link.

Application deadline: May 25. Anticipated start date in the first half of June.

*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.*