

## **SEEDS Operations & Administrative Coordinator**

### **ABOUT SEEDS AND ITS MISSION**

Founded in 1994, SEEDS is a two-acre urban garden and kitchen classroom in the heart of Durham. SEEDS develops the capacity of young people to respect life, each other, and the earth through growing, cooking, and sharing food.



Our beautiful downtown property includes two acres of land with a classroom pavilion, a greenhouse, a chicken coop, beehives, a pond, environmental education exhibits and multiple areas for growing edible and medicinal plants. The SEEDS building, constructed in 2014, holds staff offices, a kitchen and a multipurpose classroom where young people prepare and share meals they make, using food they grow in the garden.

### **About the Position**

The Operations and Administrative Coordinator will be responsible for the proper functioning and maintenance of the 4,000-square foot facility and office. They will be a welcoming presence at the front desk, directing calls and visitors to the proper place/person. They will report to the Executive Director.

### *Building Operations*

Responsible for the maintenance of the 4,000-square-foot facility, including:

- Checking on and remedying building issues as they arise.
- Following and improving upon weekly, monthly, yearly maintenance schedules for the building with the goals of prevention, efficiency, and sustainability in mind.
- Scheduling and serving as the on-site point person for building cleanings, other service contractors, and those using or renting the space.
- Managing and maintaining building technology (including computers, printers, appliances and phones).

### *Office Administration*

Responsible for administration, including:

- Processing incoming mail and receipts, including purchase request and reconciliation forms for Executive Director and bookkeeper.
- Preparing office and building budget, and shopping for materials/services as needed.
- Answering front desk questions and phone, and occasionally hosting tours of the property (as needed).
- Ensuring that staff chores and cleaning protocols have been completed.
- Helping to compile and improve upon a comprehensive SEEDS Operations & Administration Manual, so that it accurately reflects the operations and administration needs of the organization.
- Other administrative tasks, as needed.

**Knowledge, Skills and Abilities:**

This position requires a problem-solver who has a strong attention to detail, a drive for maximum efficiency, a knack for developing systems, and excellent interpersonal skills. As part of a small staff, this person must be a team player.

Some experience in office administration and building operations is ideal. Spanish proficiency or fluency is desired.

**Hours:**

20 hours per week, \$15 per hour. Regular hours will be from 9:00-1:00 and/or 10:00-2:00, Monday-Friday, with some flexibility. Hours and responsibilities may increase over time.

**To Apply:**

Submit a resume and cover letter to [jhowell@seedsnc.org](mailto:jhowell@seedsnc.org). No phone calls please. The position will remain open until filled.

We value a diverse workforce and an inclusive culture and encourage applications from all interested persons, including people of color, persons with disabilities, and LGBTQ individuals.