



CLFC ADMINISTRATOR

Reporting to the Board of Directors, the CLFC Administrator oversees the daily operations of the Co-operative, maintaining fluid communication between membership, office staff and the board to ensure optimal organizational efficiency.

Duties include, but are not limited to:

Operations:

- Timely processing of accounts receivable and payables
- Overseeing weekly distribution of food sales
- Coordinating transportation of goods
- Maintaining financial accountability, and reconciling bank deposits
- Coordinating and engaging volunteers & other staff to optimize efficiency and ensure sustainability

Administration:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos
- Develop and oversee policies to optimize efficiency
- Prepare regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Submit and reconcile expense reports
- Providing general website support to producer and consumer members



Marketing and Member Engagement:

- Promote the Co-op through events, workshops, speaking engagements, and acting as media liaison
- Oversee marketing campaigns through web, social media, news and print
- Develop membership communications, such as weekly e-newsletters
- Plan and oversee programs and events which celebrate local food

Requirements:

- Proven administration experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task, prioritize work and adhere to deadlines
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills, including public speaking
- Strong organizational and planning skills
- Proficiency in MS Office, and ability to learn new software easily
- Familiarization with Wordpress would be an asset