



SnoValley Tilth Program Administrator Job Description

Reports to: Board of Directors

Position Type: Part time (20 hours/week), non-exempt

Compensation: \$21-25/hour DOE

Location: Remote position, but must have weekly availability to the Carnation-Duvall area

Organizational Overview

SnoValley Tilth seeks to create a thriving, sustainable regional food economy in the Snoqualmie, Snohomish and Sammamish watersheds, with a strong community of successful farmers at its heart. We advocate for more farmers on more farmland growing sustainable food and fiber for our community. Our primary focus is on farmers—both experienced and new farmers—but our work also benefits community members and local food consumers. We connect and educate through monthly potlucks, workshops and farm tours, the Experience Farming Project, and the Carnation Farmers Market. We advocate for farmers and landowners at the city and county levels.

Role

A small, dynamic non-profit seeks an office manager to support program staff and volunteers in administrative and bookkeeping tasks as well as keeping the organization running smoothly and serving as our first line of communication with the public. While many tasks recur weekly or monthly, there are also several seasonal or annual events which alter the regular flow of work in the office and require support from this position.

Responsibilities

Key responsibilities include:

Office Management (30%)

- Answering general organization emails and phone (from farmers, general public, agency partners)
- Manage and replenish office supplies
- Maintain and organize physical and digital files for the organization
- Annual permit and license renewals
- Website updates and maintenance

Financial Management (40%)

- Bookkeeping data entry
- Managing bill payments and invoicing
- Running QuickBooks reports as needed
- Supporting grant reporting

Program Support (30%)

- Managing membership system including data entry of new and renewing members, sending renewal reminders, and updating member information on the organization's website
- Copying, scanning, printing, and other administrative support for the three main organizational programs
- Communicating with members and donors about the mission and needs of Sno Valley Tilth
- Supporting annual fundraising and outreach events with data entry, auction item procurement, set-up help, and in some cases representing the organization.

Major Qualifications

The ideal candidate will be:

- Passionate for the work of SnoValley Tilth and an interest in supporting local, sustainable food and fiber production.
- Proficient in Microsoft Word and Excel. Experience in Salesforce, QuickBooks, and WordPress is highly desirable. Comfortable with Google Drive is a plus.
- Well-organized and detail-oriented, with ability to prioritize, multitask, and adapt to different work styles.
- Comfortable using spreadsheets and basic bookkeeping skills to track data.
- A team player with a willingness to collaborate and ability to take the lead when opportunities present.

To Apply

Please send a resume, cover letter and two references to jobs@snovalleytilth.org.

Position is open until we find a person with the right combination of skills who is also a good fit for our organization. The review process will begin March 31st, 2025.