

Office Manager



Reports to: Executive Director

Status: Full-time

About Augusta Locally Grown

Augusta Locally Grown (ALG) is a 501c3 nonprofit organization dedicated to growing the sustainable local food community. Committed to the idea that a community is healthiest when it feeds itself, we operate several in-person and online market pickup spots throughout the CSRA; and we offer selling and business services to more than 60 farmers and producers. 74% of our farms are woman-owned and 50% are veteran-owned. All ALG farmers/producers use sustainable practices and are either USDA Organic or Certified Naturally Grown. ALG was originally founded in 2008 as a small-scale, woman-led, pre-order farmer's market on the outskirts of Augusta, Georgia. At that time, there were no other markets in the area committed to local agriculture. Now in its 12th year, nonprofit ALG is the Central Savannah River Area's lead local food economic driver. We are excited to announce that in Spring 2022, ALG entered the next chapter of our story. A giant leap forward in our evolutionary process, ALG relocated to **The HUB** in May 2022 with a strategic plan to expand capacity and introduce new programs.

Position Summary

Augusta Locally Grown will provide to the community a shared kitchen space, teaching kitchen, and urban gardening training space. This position would oversee the scheduling of and logistics for these areas. The shared kitchen space will require oversight to maintain health code protocols. Other areas will share community program aspects such as farmers markets, vegetable prescription programming, community cooking classes, and garden education classes. This position would also oversee the scheduling and management of the front office desk and reception area. This position can be thought of as the main brain for all operations as ALG grows into the HUB space. This position has the potential to transition into an Operations Director position.

Essential Duties & Responsibilities

- manage and oversee front desk operations
- maintain Department of Health code standards for kitchen cleanliness
- work with ALG team to advertise shared kitchen openings with the community
- schedule team meetings as needed
- communicate with team regarding calendar management for all usage class spaces
- work with Executive Director to maintain facility consumables

Location & Commitments

- The HUB East complex.
- Monday – Friday, 9:00am – 5:00pm; non-traditional hours expected
- Flexible hours and schedule available

Qualifications

- 2 Years Administrative experience with combined office management experience.
- Familiar with Google Suite systems.
- Experience with community food system programs is highly preferred.
- Current driver's license and reliable transportation.

Skills Requirements

- Proven logistic management.

- Motivational leader with strong interpersonal and communication skills to lead and motivate teams.
- Strategic thinker, decisive and able to work well under pressure.
- Analytical problem-solver, able to effectively resolve conflict and establish processes to reduce barriers to success.
- Excellent written and verbal business communication skills.
- Attention to detail, organized, able to multitask and meet deadlines.

Contact ALG to Apply

Interested parties should send their resume or CV and cover letter to: rebecca@augustalocallygrown.org.

Equal Opportunity Employer

ALG is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.