

OEFFA Job Opening: HR& Operations Coordinator (a.k.a. Office Ninja)

The Ohio Ecological Food and Farm Association (OEFFA) is seeking a highly motivated, organized, and broadly experienced individual to serve as full-time HR and Operations Coordinator who will be responsible for a variety of administrative functions including **human resources, benefits administration, office and property management, and IT**. The HR and Operations Coordinator will play a key role in maintaining a productive and efficient work environment for OEFFA staff and others. The successful applicant will be progressive in their approach to HR, and join a dedicated team of experienced and passionate professionals who are committed to advancing organic and sustainable agriculture, family farmers, and rural communities.

OEFFA takes pride in a staff that exhibits these core values: excellent work ethic; exceptional organizational skills; capacity for multitasking; effective verbal and written communication; the maturity to responsibly handle sensitive information and situations; strong interpersonal skills; solid critical thinking and problem-solving abilities; a genuine desire to collaborate; and a strong environmental ethic and commitment to sustainability. These are qualities we seek in all OEFFA staff and so the successful applicant can expect to be surrounded by colleagues who are also strong in these areas.

Duties of the Position

Collaborating with program area supervisors and business office staff, example responsibilities of the Operations Coordinator are:

Serve as chief human resources administrator (approximately 45% of time).

- Assist in the hiring process, including posting open positions and coordinating reference checks
- Coordinate employee on-boarding and exiting
- Maintain up to date personnel information and files
- Maintain updated job requirements and job descriptions for all positions
- In coordination with Business Office, manage and administer employee benefits (including health insurance, retirement plan, supplementary insurance, etc.), working with both employees and vendors
- Respond to requests for information and submit paperwork, as needed, to external agencies such as Bureau of Workers Compensation, Ohio Department of Jobs and Family Services, verification of employment, etc.
- Maintain employee handbook, contribute to policy development and revision, and ensure compliance of policies with applicable employment laws
- Participate in disciplinary and termination meetings

Maintain OEFFA's office and property (approximately 45% of time).

- Building management
 - Act as primary facilities manager, ensuring the space remains safe, clean, and workable
 - Coordinate any needed facilities maintenance and repair
 - Stock building supplies
- Office management
 - Stock and order adequate supplies and furniture for programs and general office operations
 - Maintain and update office technology as needed, including phone systems and copiers, and coordinate with IT service provider to troubleshoot computer hardware and software
 - Ensure that lease vehicles are properly maintained

Other (approximately 10% of time)

- Ensure that all state and federal business reports are filed in a timely manner
- Assist the Executive Director with research and follow up on incoming issues and concerns

In short, this position is responsible for our office: its appearance, upkeep, supplies, and operations, making sure that the people on our team have what they need to get their work done.

Qualifications

In addition to the core qualities we seek in all team members (listed above), specific to this position, we look forward to working with an Office Ninja who has:

- Ease in managing multiple projects simultaneously, working independently and under a deadline, prioritizing responsibilities, taking initiative, and protecting confidential information
- Experience in the human resources field, experience or familiarity with Ohio employment law and regulations
- A strong customer-service orientation
- Careful and sensitive professional judgment
- Comfort and interest in using technology, and substantial experience using Microsoft Office suite's advanced features (such as mail merge, working with forms and fields, etc.)
- Previously managed office phone systems, computer networks, and/or provided desktop support in their workplace
- Been responsible for a property, as manager or owner (residential or commercial)
- Familiarity with the unique culture and needs of a non-profit organization

We consider it a plus if you have:

- A bachelor's degree or equivalent
- 2-5 years office management or other relevant experience
- Prior experience working in a non-profit, school, or socially responsible organization

We seek to recruit, develop, and retain the most talented people from a diverse candidate pool, and all employment is decided on the basis of qualifications, merit, and organizational need. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable, and thus is a core value of our organization. As part of the application, we invite candidates to describe how their life experiences enrich the diversity of our organization.

Compensation is commensurate with experience and includes health insurance, paid time off, holidays, and sick leave. The position is based in Columbus, Ohio. Telecommuting is not an option.

Deadline for Applications: Review of applications begins on April 18, 2022. Interested candidates are advised to apply by this date to receive full consideration, although the position will stay open until filled. (If this posting is removed from the OEFFA website, we are no longer accepting applications.)

Your application should be addressed to Carol Goland, Executive Director, and consists of three items assembled in a single document: a cover letter, resume, and contact information for three professional references with phone number and email (indicate their relationship to you). In your cover letter please tell us how your experience and background make you the perfect Operations Coordinator for OEFFA. **Please combine these as a single PDF file and submit via email to jobs@oeffa.org with subject line HR& Operations Coordinator.** Electronic submissions only; incomplete applications will not be considered.