



HMONG AMERICAN FARMERS ASSOCIATION

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TITLE: Administrative and Executive Assistant

COMPENSATION: \$19/ hour for Full Time Position with Generous Benefits

SUPERVISOR: Executive Director

HAFA is a social justice organization that is committed to advancing the economic, social and cultural prosperity of Hmong American farmers through advocacy, economic development, capacity building and research. More specifically, HAFA uses an organizing approach to work with its members and other farmers in the Hmong community to access land, equipment, capital and trainings so that they can improve their farming operations, and thereby, lift their families out of poverty. As a member based organization, HAFA was started by and is led by Hmong American farmers.

Job Description:

The Administrative and Executive Assistant is a multi-role position that includes a variety of clerical and communications related tasks including: opening, closing, and managing the office; managing the front desk; ordering supplies and keeping inventory; answering phones; scheduling appointments, meetings, travel, and speaking gigs for the Executive Director; photocopying, and scanning and filing. Additional duties include managing the organization's communications and social platforms such as Facebook, Instagram, Twitter, MailChimp, and the HAFA website; and assisting, scheduling, and executing a variety of HAFA related events and activities such as: staff meetings and retreats, volunteering opportunities, community and partner sponsored events, and HAFA farm tours.

The ideal candidate should be highly motivated, organized and outgoing with excellent interpersonal, written, and oral communication skills. Candidate must be able to learn on his or her feet, be punctual and mature, a willingness to learn and work hard, have the ability to multi-task, and be flexible to manage work in a fast-paced environment. Ability to speak Hmong and familiarity with Hmong culture and customs is not required but helpful. The candidate must be proficient with Microsoft and other office and communications related software programs.

The HAFA Office is open between 9:00am and 5:30pm Mondays through Friday. Some weekends or nights maybe required and may need to alternative work space between the main office and the HAFA Farm.

Key Activities & Responsibilities:

1. Manage Executive Director's (E.D.) schedule

- Provide, arrange and maintain administrative scheduling and meeting support.
- Maintain the Executive Director's electronic calendar through Microsoft Outlook.
- Ensure the Executive Director has materials necessary to be prepared for each appointment.
- Attend and take notes on key meetings requested by the Executive Director.
- Making travel arrangements.
- Coordinating media requests, PR, and speaking gigs.
- Assistant the E.D. with administrative tasks.
- Schedule staff meetings and take notes

2. Assist with all administrative/operational tasks for the office, including but not limited to:

- Opening, closing, and overseeing the HAFA office.
- Greeting visitors
- Light housekeeping.
- Managing all activities in relation to all general office maintenance such as Internet and tech support, printer assistance, and more.
- Screening and directing phone and general e-mail inquiries.
- Ordering of office supplies and inventory of key items such as laptops, keys, marketing materials, and more.
- Management of monthly subscriptions, services, and orders for **both** the HAFA Office and the HAFA Farm.
- Mailing, scanning, filing and photocopying all important and relevant documents and activities.
- Day-to-day administration and coordination of all areas of administrative support to the HAFA team.
- Arrangement of travel, itinerary planning & logistics for staff.
- Organizing staff meetings, offsite events, team dinners & various other social events.
- Collecting and copying receipts, and other reporting and tracking activities
- Posting and managing HAFA job openings and postings.
- Occasionally assisting in the onboarding of new staff.

3. Manage the organization's main communications programs and social media platforms:

- Take photos, develop text and regularly upload content to the HAFA social media sites: Facebook, Twitter, and Instagram.
- Use MailChimp to help produce the quarterly newsletters, the HAFA CSA promotions, and general key HAFA events.
- Manage, organize and construct various HAFA branded marketing materials such as: brochures, infographics, t-shirts, mugs, and bags.
- Coordinate and communicate with various partners for special featured events and collaborations such as: Co-Op Round-Up Programs, Farm To Early Care, and more.
- Assist and be the main point of communication for the promotion of volunteering outreach opportunities.

4. Organize and coordinate special projects:

- Quarterly Board meetings

- Farm tours
- Internship program
- Membership outreach campaign
- Annual longitudinal survey project
- Open House
- Strategic Meeting
- Brain Dump
- Holiday Card Potluck

Candidate Requirements:

- Bachelor's degree
- 1-2 years of similar work experience preferred
- Superior written and verbal communication skills
- A keen attention to detail and time management.
- Outstanding organizational skills
- Interest and experience in interacting with the Hmong community
- Enthusiastic and self-directed with an ability to take direction
- A “can-do” attitude and willingness to pitch in where ever needed
- The ability to work under high-pressure and fast-paced environments
- Must be able to multitask with ease
- Must have a valid driver's license and reliable transportation
- Proficiency in MS Office, ASANA, MyDropBox, google forms, Slack, and other office applications
- Proficiency in graphic design, brand development, website management, is not required but highly sought after.

If interested, please send a cover letter, a resume with three references, and a writing sample to info@hmongfarmers.com