



P.O. Box 7133  
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(978) 455 - 2620

## **Head of Office Operations**

Full time with benefits

Posting close date: November 29, 2018

Start date: January 2, 2019

**Mission:** Mill City Grows' mission is to improve physical health, economic independence and environmental sustainability in Lowell through increased access to land, locally grown food and education.

**Description of Organization:** Mill City Grows (MCG) has been working on innovative ways to combat food injustice in Lowell, Massachusetts since 2011. We pursue this mission through the following strategies and programs: education both in and out of schools, supporting community leadership through community gardens, increasing urban agriculture in Lowell through two urban farms, implementing a mobile market, and empowering people to produce their own food. MCG's two main program areas are Food Access and Food Education. Our work in Food Justice is rooted in the idea that a well-educated community will make healthier choices.

The **Head of Office Operations** (HOO) is the hub of internal operations at MCG and ensures effective systems are in place, maintained and carried out. Areas of operational oversight and coordination include: finance, general office systems, HR systems interface, fundraising support, contract and vendor management. MCG has a working team of 19 individuals, delivering on fast-paced, seasonal and deadline driven schedules. The goal of the HOO is to ensure that back-end functions of the organization are working efficiently and smoothly so that program and fundraising staff have all necessary resources at their fingertips to successfully meet their objectives and serve MCG's mission. The HOO will report to the Executive Director (ED).

### **Responsibilities**

Playing a critical role in MCG ***Financial Administration*** the HOO will coordinate all financial operations under direction of ED. Manage day to day cash flow and bookkeeping and process biweekly payroll. Will act as primary liaison to MCG's financial consultants and outsourced bookkeeper. Support ED in budget process, financial projection and fundraising efforts.

As lead in ***Office Administration*** the HOO will oversee all office systems including but not limited to: vendor/landlord interface, supply inventory, building and equipment acquisition and maintenance, office logistics, meeting and event support including note taking and supply acquisition.

As an administrative backstopper for ***Personnel Administration*** the HOO will keep the Employee Portal updated and help staff navigate the benefits system as well as facilitating staff meetings and onboard and orient new staff; providing general office systems training and maintenance.

Lend **Database Assistance** to ED by keeping various systems up to date, generating reports, mailing lists and training new staff in database system as needed.

**Additional duties** include acting as MCG ambassador and representing our values and mission across all interfaces, including with staff, participants, partners, and externally; and any other duties that working in a mission-driven, fluid operation require.

The Head of Office Operations is a critical role at Mill City Grows. We are looking for a **financial-minded, systems thinker, detail-oriented, analytical problem solver** who can play a big role supporting our organizational passion for Food Justice. We are seeking candidates who have **5+ years experience in finance and office administration** and who function well as the hub of vibrant and dedicated team. You will have a **demonstrated willingness to go above and beyond** to help us all meet our goals. We will rely on your **strong communication skills (both oral and written) as well as your planning and organizational experience** to keep our operation running smoothly and to cultivate stakeholder relationships both internally and externally. **Knowledge of Lowell community** a plus, as we are a grassroots, collaborative organization that is grounded in partnerships across Lowell. Additional skills:

- Strong Microsoft Excel, Word and database skills, experience with accounting software (Mill City Grows uses Xero), payroll systems, Google Suite, Dropbox, and SalesForce
- Drivers license preferred (job requires some travel in and around the greater Lowell area)
- Non-profit experience and Bachelor's degree preferred

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. This position may require some evening/weekend hours. Salary range is \$45,000-\$50,000 commensurate with experience. Benefits include: health, dental, & vision insurance as well as vacation, sick, & personal time and fresh veggies!

**To Apply:**

Email cover letter and resume to [francey@millcitygrows.org](mailto:francey@millcitygrows.org)

Please have 3 references upon request.

Mill City Grows is an Equal Opportunity Employer. <http://www.millcitygrows.org>