



**Title:** Administrative Assistant  
**Terms:** Regular (year-round), Non-exempt  
**Hours:** 14-16 hours per week; Workdays flexible  
**Supervised by:** Business Manager

**The Organization.** The Food Literacy Project is the non-profit education partner to a local vegetable farm in Louisville, KY. Our mission is **transforming youth and their communities through food, farming and the land.** Founded in 2006, FLP offers group experiential education programs on the farm, professional development for educators, family programs and ongoing entrepreneurial youth development programming.

**Responsibilities.** The Administrative Assistant role emphasizes support to the daily operations of the Food Literacy Project. It is estimated 14-16 hours per week in support of overall organizational administrative functions. Specific job tasks are:

1. Process all sources of income (cash, check, credit card, online etc.) for deposit. Deposit funds in bank. Collaborate with fund raising personnel on the accurate flow and reporting of income transactions. Accurately record the information in appropriate accounting software and maintain and safeguard appropriate records.
2. Process vendor invoices and staff expense reimbursement forms. Ensure accuracy of supporting documents and issue payment to vendors and staff (via check, online bill pay, etc.). Accurately record the information in appropriate accounting software and maintain and safeguard appropriate records.
3. Process payroll. Receive timesheets from all staff, ensure their accuracy and enter the information into the payroll processing software. Ensure the accuracy of payroll processor's reports and data.
4. Maintain and safeguard all employee records. This includes W4s, I-9s, W-2s as well as other employment records.
5. Maintain an appropriate inventory of office supplies and purchase supplies as necessary.

6. Coordinate efficient purchasing of operating supplies, computers and other equipment.
7. Coordinate bulk mailings with fund raising staff.
8. Answer the phone and direct calls. Sort unopened mail and direct it to the appropriate staff.
9. Other job duties as assigned.

### **Qualifications.**

1. Bachelor's degree preferred, or a combination of education and experience.
2. Pass a criminal background check.
3. Ability to work in a collaborative environment and maintain effective working relationships.
4. Share a commitment to the Food Literacy Project's mission. Experience as a volunteer or paid staff for a small, community-based non-profit organization is helpful.
5. Self-directed and organized, with excellent written and verbal communication skills.
6. Excellent attention to detail, ability to maintain accurate records and prepare reports.
7. Experience and adaptability with using a computer and appropriate software (Microsoft Word, Excel, Email, QuickBooks, etc.).
8. Adaptability, creativity and independence with a willingness to seek and accept direction as appropriate.
9. Experience teaching or working with children or the desire to learn; experience with diverse populations, especially at-risk youth, is beneficial.
10. Background or interest in environmental education, sustainable agriculture, community food security, cooking, and/or nutrition are also assets.

**TO APPLY:** Please send a cover letter, résumé, and three references (2 professional, 1 personal) to Business Manager Casey Sterr by **Tuesday, February 6.**

- Hard copy submissions can be mailed to 9001 Limehouse Lane, Louisville, KY 40222.
- Electronic applications will be accepted at [casey@foodliteracyproject.org](mailto:casey@foodliteracyproject.org)

The Food Literacy Project is an Equal Opportunity Employer: The Food Literacy Project emphasizes diversity in both our programs and our staff, and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran in accordance with applicable federal laws.