



**LOS ANGELES
FOOD POLICY
COUNCIL**

**JOB DESCRIPTION:
OPERATIONS COORDINATOR
LOS ANGELES FOOD POLICY COUNCIL**

ORGANIZATIONAL SUMMARY

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative working to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food.

POSITION DESCRIPTION

The Operations Coordinator is critically important to the high functioning of a small, growing organization and plays a key role in managing the daily functions underlying the work of the Los Angeles Food Policy Council. The primary responsibilities of the Operations Coordinator are to maintain the administrative, office, and bookkeeping operations of the organization. The ideal candidate is passionate about organization and efficiency, and understands the value of everyday and institutional practices that help an organization run smoothly in order to achieve its mission. An ideal candidate is positive, detail-oriented, organized, creative and technologically proficient with a passion for food and social change. The Coordinator will be joining a small, dynamic and diverse team of 7-9 people in an innovative work environment located in Downtown Los Angeles.

ESSENTIAL FUNCTIONS

Bookkeeping (25%)

- Weekly administration of invoices, receipts, accounts payable, and petty cash for organization, in conjunction with our fiscal sponsor Community Partners
- Regular ledger maintenance and reconciliation with fiscal sponsor
- Work with accountant to generate monthly financial reports, including profit and loss statements, cash balance sheets and cash flow projections

Administration and Program Support (25%)

- Assist with event planning, logistics, outreach and communication for LAFPC events or other activities, such as meetings or retreats
- Conduct data entry, including post-event surveys and updating contact management database
- Maintain computer and paper filing systems, including Google Drive folders, photo archive, and program binders
- Assist with miscellaneous office tasks such as making copies and trouble-shooting printer needs
- Provide content and programmatic support to LAFPC team or Working Groups as needed, including collecting and organizing data and conducting basic research to

inform programs

Office Support (20%)

- Monitor and oversee office facilities including maintaining adequate office supplies, routing mail, and organization of storage
- Lead office planning and facilities updates as needed to accommodate new staffing and projects
- Serve as primary liaison with landlord (City of Los Angeles), including communication about internet, telecommunications and other property-related issues, and any contractors related to facilities
- Oversee Google platforms for optimized efficiency and organization

Organizational and Resource Development (15%)

- Develop and implement organizational systems and protocols, as needed, to improve internal efficiency and effectiveness
- Work with Resource Development Manager to draft letters of inquiry, identify grant opportunities, and assist with communication with individual donors
- Assist with annual fundraising event including administering and promoting ticket sales, sponsorship engagement and assisting with logistics

Leadership Board Operations (15%)

- Develop monthly board report
- Oversee logistics for bi-monthly Leadership Board meetings, including booking venue, ordering refreshments and securing AV needs, and record minutes
- Communicate with Leadership Board to optimize attendance

MINIMUM REQUIREMENTS/QUALIFICATIONS

Relevant skills and experience include strong interpersonal and organizational skills, as well as the ability to proactively initiate and follow through with identified needs of the organization.

Required Skills and Experience:

- Four-year college degree or three years of relevant work experience
- Highly organized and detail-oriented
- Excellent verbal and written communication skills
- Strong computer skills in Microsoft Office applications and Adobe Acrobat, familiarity with WordPress, online file management systems
- Experience managing event logistics and executing events
- Strong work ethic and self-starter, flexible and adaptable
- Skills in problem-solving and critical thinking
- Ability to work both independently and as a part of a team, and to follow instructions with minimum supervision
- Capacity to prioritize work and manage multiple tasks at once

- Commitment and interest in food, justice and social change
- High level of proficiency with Microsoft Office Suite (Word, Excel, Power Point)
- High level of proficiency in managing online systems: Gmail, googledocs, google calendar, google hangout, google drive, dropbox, and similar online systems
- Internet fluency; web research a must

Desired Skills and Experience

- Facility with graphic design, social media and visual communication is a plus
- Sincere commitment to work collaboratively with LAFPC staff, Leadership Board and partners toward our mission
- Interest in non-profit management, operations, finance and resource development a plus

SALARY AND BENEFITS

The Operations Coordinator position is a non-exempt position with a starting annual salary of \$43,000. A flexible but consistent schedule can be determined with the selected candidate, between 24 and 40 hours a week. Employees working a minimum of 30 hours a week also receive a generous health, dental, and vision insurance package, and vacation and sick leave.

EXPECTED START DATE: Between October 15th-November 15th, 2017

HOW TO APPLY

Applications should be submitted to jobs@goodfoodla.org with the subject line [Operations Coordinator – NAME]. Please include:

- (1) a cover letter that includes relevant experience, (2) 2-3 professional references; (3) a resume; and (4) a writing sample no greater than 5 pages in length.

FOR MORE INFORMATION

Los Angeles Food Policy Council: www.goodfoodla.org

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply.