

## TEXAS FARMERS' MARKET

### JOB DESCRIPTION

**Position Title: Administrative & Bookkeeping Assistant**

**Classification: Part-time, 20 hours per week**

**Compensation: \$20/hour**

**Reports to: Executive Director**

#### **Position Summary:**

The Administrative & Bookkeeping Assistant is a new position for Texas Farmers' Market (TFM). The role will perform regular duties including but not limited to data entry and record maintenance as relates to our markets, vendor applications, and development efforts. Additionally, the Administrative & Bookkeeping Assistant will work with the Executive Director as needed to streamline organizational operations and increase efficiency. Eventually, the position will grow to include weekly bookkeeping as well. This role works flexible hours remotely (in the Austin area) but must be available on Tuesdays 1-3pm.

#### **Major Responsibilities:**

- Maintain weekly market data:
  - Input and update financials
- Monitor vendor applications
  - Maintain and update waitlists
  - Act as initial point of contact for applicants and keep track of communications history
  - Keep applications moving through pipeline in a timely fashion
  - Answer general questions on application process
- Development
  - Work with Executive Director to design and execute TFM's first formal Development efforts
    - Maintain database
    - Flag contacts for Executive Director
    - Handle admin for fundraising campaigns and report out at weekly staff meetings
- Bookkeeping assistance
  - Create reports as needed for Executive Director
  - Deal with billing and account issues as needed when bookkeeper is unavailable
  - Work with TFM's bookkeeper as needed
- General Admin
  - Assist Executive Director with correspondence, projects, and scheduling as needed

#### **Knowledge, Skills, and Abilities:**

- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Time management skills and self-motivating focus required for working from home
- Ability to finish projects with minimal management
- Aptitude for prioritizing and completing multiple tasks within time restraints

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- Competent in MS Office
- Experience in Quickbooks preferred
- Willingness to learn and expand job skills
- Flexible time schedule to accommodate variable hours
- Must have access to a computer with internet connection

#### **Education/Experience:**

- Bachelor's Degree or higher preferred
- Passion for farmers' markets, local food and sustainability desired

#### **Equal Opportunity Employer:**

Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**To Apply:** To apply, please email a cover letter and resume with subject line Administrative & Bookkeeping Assistant Application to [ed@texasfarmersmarket.org](mailto:ed@texasfarmersmarket.org)