



JOB TITLE: Jubilee Farm Office Manager

DEPARTMENT: Jubilee Farm

FLSA STATUS: Exempt

REPORTS TO: Designated Team Member

VISION STATEMENT AND POSITION SUMMARY

Jubilee Farm seeks to preserve the integrity, stability, and beauty of the Earth community and to share the gift of the land. Our diverse ministries call us all to live simply and sustainably.

Under general supervision from the designated team member of Jubilee Farm, the Office Manager performs a variety of administrative and managerial tasks to support the activities of sustainable land management and restoration.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of administrative tasks utilizing MS Word, Excel, Outlook and PowerPoint
- Facilitates internal and external communications, answering phones, email, and mail correspondence
- Greets visitors and gives tours, coordinating both children and adult groups
- Gives presentations about Jubilee Farm and the ministries therein
- Maintains office equipment and keeps supplies at appropriate levels
- Assists with animal care to include food and water when needed
- Coordinates volunteers with the appropriate team member
- Assists guest with Gift Shop purchases and off-site sales
- Coordinates projects with team members and ensures follow-through
- Registers users of meeting spaces and provides appropriate follow-up
- Maintains and records annual statistics and assists with budget preparation
- Records donations and communicates with donors
- Assists with special projects and events, to include set up and clean up
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITY

- Knowledge of and application of the Jubilee Farm Vision.
- Proficiency with public speaking and presenting
- Ability to be flexible with work time when needed
- Ability to work independently and as part of a team
- Understands the principles of handling animals in a humane and compassionate manner.
- Demonstrates tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Utilizes modern office practices, methods, computer equipment, and basic computer applications.
- High proficiency in English usage, spelling, vocabulary, grammar, and punctuation.



- Understands and follows oral and written instructions.
- Provides a high level of customer service by effectively dealing with the public, vendors, volunteers, and staff.
- Develops positive and effective working relationships with those contacted in the course of work.
- Maintains accurate logs, records, and reports.
- Ability to multi-task, organize work, set priorities, and meet critical deadlines.
- Maintains a clean and orderly work area.

EDUCATION AND MINIMAL REQUIREMENTS

- High school diploma or equivalence required.
- Three (3) years of experience in an administrative or office manager role
- Demonstrated public speaking and presenting prowess
- Demonstrated proficiency in MS Office Suite
- Proficient with management of social media
- Strong aptitude to learn new concepts

PHYSICAL REQUIREMENTS

| | Percentage of work time spent in activity | | | |
|---|---|----------|----------|--------------------------|
| | 0-5% | 6-33% | 34-66% | 67-100% |
| Bending at the waist-standing | | | | X |
| Push and pull or maneuver | | X | | |
| Walking | | | | X |
| Fine Motor control/precision | | | | X |
| Balance | | | | X |
| Physical coordination | | | | X |
| Lifting requirement | | | | > or = to 5lbs |
| Bending at the waist sitting | | | | X |
| Standing | | | X | |
| Repeated trunk rotation/twisting | | X | | |
| Repeated squatting | X | | | |
| Sustained squatting | X | | | |
| Sitting | | | | X |
| Driving | X | | | |
| Crawling | X | | | |
| Climbing stairs | X | | | |

WORKING CONDITIONS



Casual, fast paced environment, works outdoors some of the time and is exposed to changes in weather and temperature. May be required to work evenings, weekends, and holidays.

RATE OF PAY: Dependent on experience.