



**Job Title:** Office Manager

**Reports To:** Executive Director

**Location:** Remote within Missouri, occasional on-site at MOA office in Hartsburg, MO

**Position Type:** Full-time, non-exempt

## About Missouri Organic Association

The Missouri Organic Association (MOA) is a nonprofit membership association founded in 1993. MOA is dedicated to supporting our producer members through education, advocacy, and networking.

## Position Overview

The Office Manager is responsible for ensuring the smooth operation of the office, supporting the Executive Director, and providing critical administrative support to the managers and staff of MOA's various functional teams. This role includes a wide range of administrative, organizational, and operational tasks, all of which are critical to advancing MOA's mission.

## Key Responsibilities

### Administrative & Office Support

- Manage day-to-day office tasks, including answering phones, responding to emails, and maintaining office supplies.
- Maintain membership records, process renewals, and support outreach efforts to grow and engage the membership.
- Assist with planning and coordinating association events, including conferences, workshops, and meetings.
- Assist with processing receipts and expenses, supporting bookkeeping, and maintaining financial records.
- Serve as the main point of contact for members and direct incoming communications to the appropriate staff member.
- Assist with managing MOA's accounts and vendors.
- Ensure accurate record-keeping for files, databases, and financial transactions.
- Provide administrative support for board meetings, including scheduling, minute-taking, and preparing documentation.
- Assist with HR tasks such as managing employee records, benefits, and time off, and ensure compliance with organizational policies.
- Assist with maintaining compliance with internal and external policies, ensuring all records and documentation are organized and up to date.
- Help create and manage reports for internal and external stakeholders.
- Maintain effective filing systems and document management practices to support team efficiency.

### Executive Support

- Assist with coordination of the Executive Director's schedule, including arranging meetings and travel plans.
- Draft, proofread, and edit communications, reports, and presentations.
- Prepare meeting agendas, briefings, and presentations with the Executive Director and other managers.
- Organize and maintain files and records for easy access.
- Support the Executive Director and managers with special projects, research, and data collection as needed.
- Work with the Executive Director to manage and process requests and approvals
- Help prioritize tasks, manage deadlines, and follow up on key action items.
- Assist with planning and project management tasks to support various programs and initiatives.
- Perform additional duties as assigned by the Executive Director.

## **Qualifications**

- **Education:**
  - High school diploma or GED required.
  - Associate's degree in business, administration, or related field preferred.
- **Experience:**
  - 3+ years of office management, executive assistant, administrative, or nonprofit experience preferred.
  - Experience in production agriculture required
- **Technical Skills:**
  - Proficiency with Google apps, QuickBooks, Box, and database tools.
  - Experience with Zoom, Slack, and other communications tools.
  - Excellent organizational, multitasking, and project management skills.
  - Strong attention to detail with the ability to prioritize tasks effectively.
  - Strong written and verbal communication skills.
  - Ability to handle confidential information with integrity and discretion.
  - Creative problem-solving, interpersonal, and critical thinking abilities.

## **Working Conditions**

- Primarily home office-based, with occasional office days required.
- <10% travel to events and meetings, both in-state and out-of-state.
- Ability to work occasional evenings and weekends for meetings and events required.
- Some activities may be held outdoors and on working farms, which may expose attendees to adverse weather or temperature conditions.

## **Compensation and Benefits**

- Salary: Commensurate with experience, starting at \$20/hour.
- Benefits: Health insurance, paid time off, vacation leave, and other benefits to be discussed.