

# THE CHARLIE CART PROJECT

Administrative Coordinator  
February 2020

## **ABOUT THE CHARLIE CART PROJECT**

The Charlie Cart Project is a turn-key nutrition education program, including tools, lessons, training, and a compact mobile kitchen on wheels. The Project's K-5 curriculum is aligned to Common Core and Next Generation Science Standards, providing a strong foundation of cooking skills, and a deep understanding of the connections between food, health and the environment. The Charlie Cart Project was founded in 2015 by Carolyn Federman, who has worked in food education for nearly 15 years with food system pioneers Alice Waters, Michael Pollan and Jamie Oliver. We are a small but rapidly growing organization, now active in more than 150 sites across 38 states, including 54 in California. Learn more at [www.charliecart.org](http://www.charliecart.org).

## **POSITION OVERVIEW**

The Administrative Coordinator's primary responsibility is to support the Charlie Cart Project staff in managing daily operations. Specific responsibilities include, but are not limited to:

### **Administrative Support**

- **Scheduling and Meeting Coordination:**
  - Schedule and coordinate Board of Directors meetings, including document and meeting preparation, program updates, and other communications.
  - Manage team calendars, schedule internal and external meetings and book travel for conferences/off-site trainings.
  - Draft, prepare and print materials and itineraries for meetings, trainings and travel
  - Prepare and manage all office mailings.
- **Office and Systems Management**
  - Manage and maintain a highly functioning, clutter-free office, including care and maintenance of equipment, furniture and computers; maintain filing; and manage related vendors.
  - Manage and maintain digital systems: Update and organize content regularly. Systems include cloud-based apps ie Google Suite, as well as the CCP server, photo management, donor management, and HR management apps.
  - Maintain and continually update an administrative procedural manual.
- **Financial Operations**
  - Light bookkeeping, including data entry, invoice and bill pay using Quickbooks.
  - Manage grants received and track calendar and reporting requirements.
  - Deposit checks and maintain physical and digital files and documentation.
  - Manage bank account logistics including credit and checking account.

### **Fundraising and Database Management**

- Manage the Charlie Cart Project Donor CRM:
  - Enter all donor contact information and engagement accurately and timely.
  - Run regular reports for development team.

- Track grants and flag renewal and reporting deadlines for development team
- Support development with fundraising research, stewardship and reporting as needed.
- Coordinate fundraising and other events as needed.
- Track donations and produce donor acknowledgements.

### **Program/Sales + Marketing**

- Maintain social media accounts (IG+FB) by creating and posting content and responding to comments.
- Support new program site onboarding, as needed.
- Order and prepare materials/supplies for onsite trainings.
- Produce documentation for sales operations, including W9, estimates and invoices, timely and accurately.

### **Qualifications**

- Exceptional attention to detail
- Creative approach to problem solving and ability to anticipate needs of the office and team
- Self-directed, strong work ethic, diligent and focused
- Flexible, collaborative, adaptable work style
- Commitment to the mission and goals of the organization
- 2 years + experience, post-college, in full time office management/support role or equivalent operational role. Please note that internships do not meet this qualification.
- Ability to complete data entry and management, specifically Excel. Experience with a donor/sales CRM a plus.
- Experience with Quickbooks or other online accounting system a plus
- Excellent computer skills. Proficient in Word, Excel and Google Drive
- Excellent communication skills both verbal and written
- Able to work well with a diverse workforce and customer base

### **TO APPLY**

Please send a cover letter and resume to [info@charliecart.org](mailto:info@charliecart.org). Work takes place at our offices in Berkeley, CA. Position offers significant growth opportunity with a small organization making a big impact at the national level.

### **Equal Opportunity Statement**

The Charlie Cart Project is committed to achieving a diverse workforce and supporting our team with equity in all aspects of employment including recruitment, hiring, promotions, discipline, terminations, wage and salary administration, benefits, and training. The Charlie Cart Project prohibits discrimination and harassment of any kind and is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, age, gender or sexual orientation, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. The Charlie Cart Project will not tolerate discrimination or harassment based on any of these characteristics. All are encouraged to apply.