

THE CHARLIE CART PROJECT

Administrative Coordinator
June 2021

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 experts in nonprofit and food who had previously worked with food system pioneers Alice Waters, Michael Pollan, and Jamie Oliver. We are a small but rapidly growing organization, now active in more than 220 sites across 40 states. Learn more at www.charliecart.org.

POSITION OVERVIEW

The Administrative Coordinator's primary responsibility is to support the Charlie Cart Project staff in managing daily operations with heavy emphasis on data tracking and management. Specific responsibilities include, but are not limited to:

General Administrative Support

- Manage digital systems and create and pull reports as needed
 - Website updates (wordpress)
 - flickr account organization and maintenance
 - Mailchimp account maintenance
 - Zoom account management and organization of data
- Draft, prepare Board meeting materials
- Scheduling and Meeting Support:
 - Schedule and coordinate Board of Directors meetings, including document and meeting preparation, program updates, and other communications
 - Support staff with additional scheduling as needed
- Maintain administrative manual and other organizational documentation as needed

Fundraising Support

- Data entry, management and reporting in Donor CRM
- Manage grant reporting requirements, including tracking budgets and staff time in QB
- Manage lists and process for annual appeals and events
- Organize content for donor communications and support distribution as needed
- Produce donor acknowledgements

Program Support

Support program operations through sales, marketing and production. Participate in weekly meetings and provide updates on tracked information.

- Respond to general inquiries, ensuring clear data management and communication to CCP team of all initial cart inquiries.
- Maintain clean records of sales, including customer information, product serial numbers and shipping information
- Track payment, processing and follow up in database

- Run reports as needed

Financials Support

- Light bookkeeping, including data entry, invoice production and electronic bill pay using Quickbooks.
- File and log grants received, track calendar and reporting requirements
- Deposit sales and maintain physical financial files and CRM

Qualifications

- Exceptional attention to detail
- Commitment to the mission and goals of the organization
- Strong work ethic, diligent and focused
- Flexible, collaborative, adaptable work style
- Self-starter; comfortable wearing many hats
- Sense of humor
- Creative approach to problem solving
- 3+ years of experience, post-college, in full time office management/support role or equivalent operational role.
- Proficient in data entry and management, specifically Excel and CRM.
- 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

This is a full-time position with benefits, paying \$58,000 – \$65,000 annually depending on experience. Generous vacation and schedule flexibility. Grow with a small organization that is making a broad impact on a national level. CCP staff is currently working remotely, with possibility of office location in late 2021.

Please send a cover letter with resume to info@charliecart.org.