

## Urban Roots Seeks a Finance & Operations Assistant



**Employer:** Urban Roots  
**Position:** Finance & Operations Assistant  
**Reports to:** Finance & Operations Director  
**Location:** Austin, TX  
**Full-Time, Exempt, Salaried, Benefits**

### Who we are:

Urban Roots uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. The only farm-based youth development and community impact organization in Austin, we have served over 500 youth through paid internships that support their growth as leaders. This past growing season our staff, youth interns, and volunteers harvested over 40,000 pounds of sustainably grown produce on our 3.5 acre farm in east Austin. We dedicated over half of that to increasing food access to underserved communities through our own programs and our hunger relief partners. In 2020, we broke ground on a second farm in South Austin to expand our impact.

To learn more about Urban Roots, we encourage you to visit our website and check out the following videos [from National Instruments](#) and [CBS News/ Go Daddy](#), and this [article in Culture Map Austin](#).

### Who We Seek:

Urban Roots is seeking a highly detail-oriented Finance & Operations Assistant (FOA) with superior communication skills, organization skills, technology skills, and grace under pressure. The right candidate is looking to learn the ins and outs of nonprofit operations from the ground up, and exemplifies our Urban Roots values.

The FOA provides day-to-day office assistance and coordination between staff and stakeholders. The FOA is a proactive problem solver, anticipating organizational needs and providing seamless office management. Working closely with the Finance & Operations Director, the FOA is the frontline for implementation of efficient and effective organizational strategies, policies, and practices in order to support our mission. The FOA is a tech-savvy person: they are comfortable and familiar with various technologies and changing between them to facilitate communication and collaboration. Expertise with Google Workplace Apps and spreadsheets (MSExcel, Google Sheets) is a plus.

Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color; LGBTQiA+ identified people; people with differing abilities and genetic differences; veterans; and people who speak, read or write a language in addition to English.

### As the Finance & Operations Assistant, your time will be spent in support of the following:

#### Finance & Operations

- Maintaining a clean & organized office space for all staff
- Supporting Operations by upholding processes, policies, & office safety procedures; helping to procure & coordinate supplies; and maintenance of office equipment
- Being the go-to staff person for office needs: coordinating with AISD; HR tasks such as setting up background checks, onboarding support, and collecting timesheets
- Managing office meetings and celebrations

- Supporting Finance functions such as processing income, expense recording, receipt tracking, credit card reconciliations, and bank deposits
- Partaking in strategic plan implementation project
- Providing customer service by managing and responding to inquiries via the office phone and general email for community members and partners

#### Board of Directors

- Helping to plan and coordinate board meetings, committee meetings, events
- Managing board meeting documentation and reporting

#### Development / Leadership Team

- Processing donations / data entry / donor database oversight
- Assisting Development Director in management and training of donor database
- Assisting Leadership Team with research projects and administrative tasks
- Assisting Executive Director with Capital campaign as needed
- And other duties as assigned

### **Other Requirements:**

One to two years of experience in a similar role / with the operational duties listed

While performing the duties of this job, the FOA will be expected to:

- Have some flexibility for late afternoon/evening work or weekend work
- Attend some Urban Roots' functions and special events
- Attend in-person staff meetings and occasional all-staff farm work days
- Communicate and exchange accurate information in a variety of formats including in-person, electronically, and over the phone
- Run errands between the office, the farm, the bank, and/or some local stores.
- Operate a computer efficiently and accurately

### **Compensation, benefits, and workplace location:**

The salary offered for this position is \$37,500. Our benefits package includes:

- Significant employer contribution toward medical, dental and vision coverage
- 120 hours per calendar year of paid time off (PTO), prorated according to start date; 11 additional paid holidays (including your birthday)
- Farm fresh veggies!

Urban Roots has offices within AISD at 4900 Gonzales St in East Austin that are open for use by all staff. Starting Fall 2021, we are planning to have a hybrid office / work-from-home schedule, requiring up to several days per week at the office. This role requires the FOA to work from the office, but it will allow for the flexibility to work from home as well.

### **Application process:**

- Resumes and inquiries should be emailed to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org); only complete applications (with a cover letter and resume) will be considered
- REQUIRED: In PDF format, a resume and brief cover letter that answers both questions
  - 1) Why are you interested in working at Urban Roots, and
  - 2) What part of this job description resonates most strongly with you, and why?

Application period closes August 21st, 2021. This position is available immediately and will remain open until filled. Final round candidates will be given a background check before an employment offer is finalized. Phone call inquiries will not be accepted.