



Admin & Operations Associate (Full Time)

Are you excited about working as an integral member of a small, collaborative team dedicated to nourishing vulnerable neighbors in our community? Community Cooks is expanding our staff to build capacity and strengthen our ability to fulfill our mission.

THE OPPORTUNITY

The Admin & Operations Associate is a new position that will provide primary administrative support to our Executive Director, along with additional support to CC's small team to ensure smooth organizational, development and program operations. As one of a small team of five, this position offers a unique opportunity for direct experience with and learning about the many dimensions of running a small, mission-driven nonprofit organization—all in a flexible, supportive culture that values integrity and believes work should be both fun and collaborative. The breakdown of this person's time will shift during the year in conjunction with the cycle of annual program and development activities. Areas of responsibility include:

Administrative, Database & Fundraising

- *Provide general support to Executive Director—may include processing donations, coordination of mailings, sending out thank you letters, event planning assistance, maintaining organizational calendar, and organizing financial data for bookkeeper*
- *Provide essential day-to-day database support including data upkeep, data entry and reporting in customized Salesforce system*

Operations

- *Oversee operational needs such as maintaining inventory, ordering supplies, keeping office space and electronic files organized, etc.*
- *Handle regular routine operations tasks including opening mail, deposits to local bank, etc.*
- *Liaise with vendors and landlords, coordinate logistics of annual office clean up, and step in wherever needed in the course of daily operations*

Program

- *Primary responsibility for local meal deliveries via car (average of up to 15 hours per month)*
- *Provide support to Program Staff in preparation for new meal sessions*
- *Assist Program Associate with Meal Drop Off Space maintenance*

Qualifications

The successful candidate is a true team player—flexible and excited to jump in where needed to support our team and operations. They are detail-oriented, highly organized, dependable, and self-motivated with a love of systems, some nonprofit experience and excellent customer service skills. They will be deeply committed to our mission while understanding the importance of behind-the-scenes administrative processes, systems and technology to support a thriving organization.

High comfort level with and interest in working with technology required, including proficiency with basic MS Office applications (Word, PPT and particularly Excel) and some experience working with Salesforce or other CRM system.



Position requires a valid driver's license, your own vehicle and ability to lift 40 lbs. Business parking permit available, along with mileage reimbursement for travel during the workday.

Working Conditions and Benefits:

- This position is a FT (35 hours per week) non-exempt position with an annual salary of \$40,000-\$42,000
- Comprehensive benefits package includes: Generous paid time off (15 vacation days, 2 personal wellness days, 12 holidays, 3+ bonus holidays when office is closed at year-end, and 10+ sick days per year); 80% of individual health insurance plan or the equivalent dollar amount toward family plan; 100% of dental insurance; retirement plan with 3% employer match; and professional development opportunities.
- This position requires on-site work at our Union Square Somerville Office and meal delivery work between our drop off space at 626 Somerville Avenue and partner locations around Greater Boston, with some flexibility to work remotely each week depending up work load and organization needs. Some additional flexibility offered regarding workday shift within regular M-F business hours. Occasional evenings or weekends may be required with comp time provided.
- The Admin & Operations Associate reports directly to the Executive Director and will provide a variety of support to all Community Cooks staff.

To Apply

Please apply to jobs@ccooks.org if you are a qualified candidate who is energized by our model of community engagement to address hunger and food insecurity and loves working behind the scenes to make things run smoothly. **Submit your resume and a cover letter** that tells us why this position is the right fit for you. **Please Note:** Applications received without a cover letter will not be reviewed. For priority consideration, please submit your résumé as soon as possible and **no later than August 17th**.

Community Cooks is an equal opportunity employer, actively seeking to build an inclusive workplace. We strongly encourage people of color, members of the LGBTQIA community, non-binary people, people with disabilities, and individuals who have experienced food insecurity to apply.

COMMUNITY COOKS is Somerville-based nonprofit that mobilizes individuals, businesses, civic, educational, and faith-based groups to provide home-prepared food for vulnerable neighbors. We do this by partnering with shelters, after school programs and other human service agencies that provide support for those struggling with food insecurity. By providing home-cooked meals to these agencies, we free up their time to focus on their advocacy and service models and ensure those they are supporting receive the nutrition they need to meet their daily challenges. We currently rally over 600 volunteers and provide 2,000+ monthly meals to 31 partner agencies in the Greater Boston area.

Founded as an all-volunteer organization 32 years ago, Community Cooks became a 501(c)(3) nonprofit in 2012 and now has a paid staff of five, an engaged Board of Directors, and a budget of nearly \$400,000 annually.