



Facilities & Administrative Assistant - Community Harvest Project, North Grafton, MA

Role Description: The *Facilities & Administrative Assistant* is responsible for managing all aspects of office operations, providing facilities support, and managing the barn rental program to ensure the organization can achieve its mission of engaging and educating volunteers to grow fruits and vegetables for local hunger relief.

Location: Grafton, MA (primary office) and Harvard, MA. This role combines in-person and remote work. On-site days are required.

Reports to: Operations Director

Position Type: This is a part-time, year round position with flexible scheduling options. Seeking approximately 20-25 hours per week

To Apply: Please send a resume and cover letter to shauna@community-harvest.org with "Facilities & Administrative Assistant Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About Us

Community Harvest Project (CHP), a 501(c)3 organization and ALIVE! Accredited Service Enterprise, is dedicated to engaging and educating volunteers to grow fruits and vegetables for local hunger relief. Through their volunteer farming and leadership programs they bring thousands of community members together annually. In 2025 CHP hosted 6,432 volunteer visits resulting in 285,142 pounds of fruits and vegetables grown and distributed through 27 partnerships including the Worcester County Food Bank and Greater Boston Food Bank's hunger relief networks, and Community Servings medically tailored meals program. These distributions provided 1,600,311 servings of fresh produce for individuals and families facing food insecurity, who otherwise may not have had access to fresh food options.

Duties and Responsibilities

- **Office Management**
 - Manage all services needed for functioning workspace, including but not limited to utilities, phone, internet, insurance, and EZPass
 - Order materials as needed by staff, including business cards, brochures, flyers, office supplies, clothing, etc.
 - Process HR paperwork for new employees and update employee information as needed
 - Manage incoming queries from website and direct accordingly
- **Bookkeeping**
 - Scan, code and route all invoices and receipts to external Accounting team
 - Review invoices against relevant contracts and ensure accurate reporting
 - Collect supporting documentation related to the annual audit
- **Barn Management**
 - Facilitate barn rental program including:
 - Scheduling and completing walk-throughs with all barn event space users
 - Managing barn event space schedule in coordination with farm and volunteer staff
 - Support ongoing barn maintenance and facility operation including:
 - Collaborating with Operations Director to collect quotes from contractors for potential projects
 - Coordinating contractor scheduling and communicate project timelines to staff
 - Facilitating annual building permit application and necessary inspections
 - Applying for and maintaining ServSafe certification as is necessary for CHP to apply for event permits

- Monitoring kitchen cleanliness and compliance and coordinating with cleaning vendor as needed
 - Utilize Salesforce to facilitate barn usage calendar and vendor contact management
- **Development Support**
 - Provide CHP event support including booking services, permitting, item drop off/pick up, and facilitating sales
 - Relay website updates to web team per respective Manager/Director's direction
- **General Staff Support**
 - Schedule meetings and send invitations for broader team meetings/gatherings
 - Plan and execute staff events and celebrations (holiday party and appreciation events)
 - Provide administrative support for Executive and Operations Directors
 - Assist with ad hoc matters like researching new services and supporting team members to improve general operations

Qualifications & Personal Attributes

- **Required**
 - 2-3 years experience in an administrative or office management role
 - Proficiency in Microsoft Office Suite and Google Workspace
 - Strong organizational skills with ability to manage multiple priorities simultaneously
 - Excellent written and verbal communication skills
 - Ability to work independently with minimal supervision
 - Complete ServSafe certification within first 60 days of employment if not already certified
- **Preferred**
 - Basic bookkeeping or accounting experience
 - CRM experience a plus
- **Personal Attributes**
 - Comfortable working in a small, mission-driven organization
 - Passion for food security, hunger relief, or community service

Position Logistics & Compensation

- \$22-24 / hour depending on experience
- 80 hours paid time off annually
- Monthly healthcare reimbursement (QSEHRA)
- Fresh farm produce share during growing season