JOB ANNOUNCEMENT
Alliance for Fair Food
Administration and Development Co-coordinator

The Alliance for Fair Food (AFF) seeks a person to coordinate administrative and bookkeeping functions, as well as co-coordinate the funds development of the organization.

Ideal candidates are highly responsible, possess accounting and/or bookkeeping experience, work well in teams as part of a fast-paced environment, pay close attention to detail and have excellent written and verbal skills.

Applicants must be fluent in English and preferably proficient in Spanish; proficiency in Haitian Creole also considered. A commitment of at least three years is preferred.

The AFF works in direct partnership with the Coalition of Immokalee Workers, an internationally-recognized human rights organization based in Immokalee, FL.

Together, we work to transform generations of farmworker exploitation and poverty in the U.S. agricultural industry by expanding and strengthening the CIW’s uniquely successful Fair Food Program.

Location: Immokalee, FL, with occasional travel
Application Deadline: May 31, 2019
Flexible Start Date: June 15, 2019
Compensation: A modest salary and health benefits; phone bill paid by organization

Please read the following application overview carefully. If you are considering applying, we encourage you to contact us to further discuss the position.

You can reach us by calling Emily at 239-675-1131 or via email at organize@allianceforfairfood.org.
Responsibilities

Alliance for Fair Food staff members work together as a collective. As such, we welcome applicants with a diversity of skills and interests and will seek to integrate a new staff member into the team in such a way that suits both the needs of the Campaign for Fair Food and the skills and interests of the incoming staffer.

The responsibilities of the Administration and Development Co-coordinator include, but are not limited to, the following:

Administration and Operations
✦ Direct and coordinate all aspects of the organization’s accounting function, including general ledger, accounts payable, accounts receivable and payroll
✦ Prepare all financial reports, including profit and loss statements, balance sheets, budgets, cash flow forecasts and reports for donors and grantors
✦ Provide AFF staff with regular updates on status of organizational finances
✦ Ensure compliance with federal, state and local legal requirements and file required forms by their respective deadlines

Funds Development
✦ Direct and co-coordinate foundational, congregational, and grassroots fundraising efforts to implement yearly fundraising goal; write grant proposals and reports
✦ Initiate, cultivate, and maintain relationships with donors and grantors; identify and investigate new opportunities for funding
✦ Maintain donor database up-to-date and coordinate donor visits with the AFF and CIW staff
✦ Work alongside AFF staff and additional organizational partners to coordinate and augment financial support through the Fair Food Sustainer Program

Regional and National Organizing & Mobilizations
✦ Together with CIW and AFF staff, formulate overall Campaign for Fair Food strategy
✦ Plan logistical elements and coordination of events and direct actions

Direct Support for the CIW & Farmworker Community
✦ Assist with interpretation, transportation for CIW members, wage theft and labor violation complaints, childcare during community meetings, technology troubleshooting and support, and more.

Qualifications
✦ Deep commitment to social and economic justice, and building movements for collective liberation
✦ One or more years of administrative experience with a community-based organization
✦ Proficiency in Excel; Quickbooks desktop or online software experience a plus
✦ Strong attention to organization, detail, and accuracy
✦ Strong quantitative and qualitative problem-solving skills
✦ Strong written and verbal communication skills
✦ Excellent time management and planning skills, including ability to meet tight deadlines and handle competing priorities
✦ Proficiency in English and preferably Spanish; proficiency in Haitian Creole also considered
✦ Ability to travel occasionally and work long hours at times
✦ Experience living or working in low-income, immigrant, or multi-cultural communities

How to Apply
If you are considering applying, please request an application form by emailing us at organize@allianceforfairfood.org or calling Emily at 239-675-1131.

Deadline to apply is May 31, 2019

Submit the following materials to organize@allianceforfairfood.org:
✦ A completed application form (must request)
✦ A cover letter addressed to the Coalition of Immokalee Workers staff, explaining your interest in working with the CIW on the Campaign for Fair Food, any prior involvement with the Campaign, and what motivates you to work for justice (if possible, in Spanish)
✦ A cover letter in English addressed to the Alliance for Fair Food staff
✦ A resume
✦ A writing sample (ideally previous grant proposals or documents similar in nature)
✦ One letter of recommendation
✦ Two references with descriptions of their relationship to you and their phone number and email (one reference can be the writer of letter of recommendation)

Given our commitment to developing a diverse leadership, we strongly encourage people of color, women, working-class, LGBTQ, gender non-conforming, and differently-abled people to apply.