



**POSITION TITLE | Administrative Coordinator** (Full or Part Time)

**ENVIRONMENT** | *NeighborWorks Lincoln (NWL)* is the City's preeminent facilitator of owner-occupied affordable housing. Since 1986, the community housing development organization has engaged neighborhoods holistically through education, engagement, and development services. A staff of 9 full- and part-time professionals coalesce to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Staff function independently, but within a team environment that promotes frequent and strategic collaboration that enriches the work and improves outcomes for residents and neighborhoods alike. NWL is an independent affiliate of NeighborWorks America.

*Community Crops* provides education, advocacy, and experiences to grow local food. The organization strives to be leaders in a community where everyone can grow and enjoy local food. From a single community garden in 2003, Crops has grown to manage over eighteen acres of urban and peri-urban food production sites, currently operating eleven gardens, two farm sites, an urban agriculture plot, and a production greenhouse. The team is comprised of five full- and part-time staff and emphasizes teamwork, open communication, and bringing together collaborative partnerships to transform Lincoln's landscape into a resilient local food system.

**IMPETUS** | In June of 2021, NWL welcomed Community Crops to their office campus in the Hawley neighborhood. The longtime partners have frequently worked together on community building activities, but it is expected that this co-location will deepen organizational and mission collaboration. The coordinator role is a shared position that will bridge the operation of the two agencies while providing critical programmatic, development, and strategic support to the unique missions of each. The staffer will be an employee of NeighborWorks Lincoln, but will have core duties assigned by Community Crops.

**WORK PLAN** | The Administrative Coordinator is a new position with five primary job functions:

1. (25%) Public liaison that will greet and follow-up with drop-in clients and callers to satisfy their query and/or connect them with a staffer/partner organization who can assist further.
2. (25%) Resource development tasks, including grant assembly, data maintenance, donor outreach, and grant compliance.
3. (20%) Event planning assistance for signature organizational events and fundraisers.
4. (20%) Coordinate basic HR functions such as invoicing, timesheets, expense statements, and other clerical work.
5. (10%) Provision of logistical and administrative support to Boards and Committees.

**KNOWLEDGE/SKILLS** | An undergraduate degree or corollary practical experience in a related field is required—as is a belief in the role of quality affordable housing and healthy food access to stabilize and elevate families and communities. Previous experience with office administration, resource development, and/or event coordination is preferred with demonstrated ability to work effectively in team settings. Strong written and oral communication skills and fluency with Microsoft Office is necessary. Familiarity with local food systems, real estate, and community development sectors is helpful but not required. Successful candidates will be detail-oriented professionals that are self-driven and independent, but enjoy a collaborative (mission-driven) environment in which they balance organizational work with meaningful engagement with clients, program participants, and stakeholders. The job has fairly predictable hours and workload with some evening/weekend commitments.

**COMPENSATION** | \$35,000 to \$42,500, plus benefits, based on skillset and relevant experience

**BENEFITS** | Progressive workplace with paid vacation and sick leave, flexible schedules, professional development and continuing education support, health insurance (medical/dental/vision), and savings plans (HSA, 401K).

**AFFIRMATIVE HIRING PROCESS** | NeighborWorks Lincoln and Community Crops create equitable opportunities for all people to live in strong neighborhoods with access to dignified housing and healthy food and affirm our commitment to promoting equity, diversity, and inclusion in all facets of our work. Both organizations are equal opportunity employers that are committed to proactively seeking out and giving candidates of any race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability full consideration.

**CONFIDENTIALITY** | The organizations understand that the pursuit of new employment opportunities can be a worrisome endeavor to those with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.

**APPLY** | Email the following materials to Megan McGuffey at [mmcguffey@communitycrops.org](mailto:mmcguffey@communitycrops.org) (receipt confirmation will be provided):

- Cover letter (1 page preferred) that explains your interest in the position and relevant experience
- Resume or Curriculum Vitae

NOTE: A writing sample and professional references will be sought from candidates who are interviewed

Candidate materials will be reviewed **beginning September 6, 2021** with an anticipated *start date of October 1, 2021*.

Applications will be accepted on a rolling basis until a hire is made or the search discontinued. Incomplete or illegible materials may be rejected; the organizations reserve the right to consider applicants that have not formally applied.