



THE COMPANY:

In most workplaces, throwing tomatoes at your boss would be frowned upon. At Organically Grown Company, we have a day set aside each year to do just that – the world knows it as the Tomato War, we call it group catharsis. The organic produce industry is fast-paced and sure to steal your heart if you aren't careful. We work hard every day to bring the best organic produce to market from hundreds of awesome farms. Our aspirations are simple: To actively cultivate a diverse, sustainable, and engaged organic trade from farm to marketplace. Through this mission, we continue to pursue our vision of an equitable and regenerative organic agricultural system for global health.

ESSENTIAL FUNCTIONS, ATTITUDES, & APTITUDES

The Executive Administrative Assistant (EAA) at Organically Grown Company (OGC) is a positive, outgoing problem-solver who enjoys creating effective systems and processes while being a force for positive change. This self-starter will anticipate the executive team's needs and proactively seek information and resources to meet those needs in a timely fashion. The Executive Administrative Assistant is intuitive, insightful, able to prioritize workload, and understands they will represent OGC effectively in multiple settings – from the field to the boardroom and in cooperation with OGC's stakeholders (coworkers, customers, growers, community members, and mission-aligned investors). The EAA must be able to work in the gray and handle a myriad of tasks and work activities. Versatility is imperative. Must be available off-hours as required.

Key Responsibilities

- Coordinate complex scheduling and extensive calendar management, as well as control of content and flow of information to Executive Team and Governance bodies: Sustainable Food & Agriculture Perpetual Purpose Trust's (SFAPPT) Trust Protector Committee (TPC) & Trust Enforcers (TE).
- Plan, organize, and coordinate logistics of Board and other Stakeholder meetings. Includes all aspects of event planning: secure venues, coordinate logistics, audio-visual/IT needs, catering, agendas, schedule materials preparation, and other related services.
- Manage communications for Board and Executive Team meetings, materials, and agendas. Works closely with the Board Chair and CEO to compile meeting agendas, items, and materials promptly.
- Responsible for assembling, proofreading, and distributing all meeting materials.
- Maintains all Board documents, including meeting notes, governance files, meeting materials, approved minutes, reports, and others.
- Arrange and manage complex travel within the guidelines set for timing, cost, and quality.
- Prepare presentations, spreadsheets, correspondence and other materials for a diverse range of audiences.
- Manage or facilitate projects for OGC leadership.
- Maintain communication with Mission Team members during periods of travel, prioritize communication, provide information, and facilitate timely decisions as knowledge permits.
- Develop and facilitate organization-wide communications and gatherings (meetings, taskforces, email, slides, video, etc.) on various subjects.
- General administrative support
- Perform day-to-day administrative tasks such as maintaining documentation, files, and processing paperwork.



- Organize, file, and retrieve corporate documents, records, and reports.
- Read and analyze incoming memos, submissions, voice mails, and reports to determine their significance and plan their distribution.
- Maintain office space presentation including tidying all conference rooms and common spaces, report needed maintenance to assist with professional corporate presentations, manage decorative and festive updates
- Facilitate communication with OGC investors, including responding to inquiries and assisting with the preparation and distribution of reports and statements.
- Attend meetings and deliver detailed notes, and action item lists to appropriate parties.
- May support or lead all facets of project management, including project mapping, facilitation, establishing timelines, deliverables, and tracking action items.
- Ensure all invoices and expense reports are promptly processed.

Must be flexible and agile to support OGC business needs and mission, and may be assigned projects and/or other duties outside of typical job functions to meet the needs and demands of the business.

EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES

- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management, or comparable experience.
- Keen organizational agility/savvy and influencing skills. Detail-oriented.
- Manage multiple conflicting priorities, deal with ambiguity, and exemplify process management, while maintaining composure and exercising organizational and leadership agility.
- Exceptional writing and editing skills.
- Demonstrated ability to develop strong relationships to gain support and achieve results.
- Excellent communication and listening skills.
- Ability to work effectively with and through all OGC stakeholders: coworkers, growers, customers, community, and mission-aligned investors.
- Previous experience in event planning and marketing preferred.
- Familiar with the coordination of complex travel arrangements for third parties.
- Experience with creating and facilitating presentations for large groups.

About Organically Grown Company: Founded in 1978 by a few gardeners, small-scale farmers, hippies, environmental activists, and dreamers living near Eugene, OR, today Organically Grown Company buys, aggregates, and distributes fresh, organically grown produce to retailers and eaters across the Pacific Northwest region. Learn more at www.organicgrown.com



As of 2018, we are owned by a Perpetual Purpose Trust, whose primary purpose is not to extract a profit, but rather to help OGC and other like-minded businesses fulfil our mission – serving sustainable food and agriculture communities. We look for people who share our passion for organic agriculture and sustainable business practices, who value teamwork, honesty, transparency, and an egalitarian workplace; and who engage others with joy and gratitude. Our products are “just in time” need careful handling and change by the season. Our coworkers embrace that challenge and strive to provide exceptional customer experiences while in pursuit of operational excellence.

We do all this with gratitude, integrity, collaboration, resiliency, and grit. We believe in doing things a little differently here at OGC and living our values authentically.

To apply for this position, please submit your resume to apply@organicallygrown.com.

Organically Grown Company is an Equal Opportunity Employer.