

To inquire further, please contact Piper Wood, Co-op board president, at oneotawood@gmail.com.

Oneota Community Food Cooperative

JOB DESCRIPTION

Title: Board Administrative Assistant

Reports to: Oneota Community Food Cooperative Board, with direct supervision by the OCC Board Secretary

Status: Contracted role

Compensation Rate: currently \$140/month

Expected Commitment: 3–6 hours per month

EOE Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

'The mission of the Oneota Community Food Co-op is to build vibrant communities and ecosystems by providing organic, locally produced and bulk foods, as well as other products and services that are sustainable for those who consume and produce them.'

Description

To provide administrative support to the Oneota Community Cooperative Board of Directors through note-taking, and meeting minutes synthesis.

*To facilitate transparency and mitigate potential conflict of interest situations, family members of current board appointees, the general manager, the general manager's designated successor(s), and current Co-op staff are not eligible to apply for this position.

Responsibilities

I. General

- Support the Oneota Community Food Cooperative Organizational Ends as defined by [board policy](#)
- Willingness and ability to learn to meet the changing needs and requirements of the job.

II. Board Administrative Assistant

- Transcribe and synthesize accurate minutes at monthly board meetings.
- Produce and distribute draft minutes of meetings in a manner determined by the Board
- Take minutes at board retreats and the OCC Annual Meeting.
- Assisting the Board Secretary to maintain the Articles of Incorporation, Board Policies, and Board Procedures as they are updated.

- Other clerical duties as assigned, supporting the Board officers' duties.

Required Skills and Qualifications:

- Excellent verbal and written communications skills
- Organized and detail oriented
- Ability to multitask and keep track of multiple projects at once
- Ability to follow the highest standards of confidentiality
- Regular, dependable attendance
- Willingness and ability to meet the changing needs of the job
- General mobility requirements include the ability to: do repetitive motions, hear multiple people speaking at a time, do heavy typing, sit at a computer for long periods of time, lift up to 10 lbs, visually read fine print, visually read a computer screen for long periods of time

Preferred Skills and Qualifications:

- At least 1 year experience handling administrative tasks
- Understanding of policy governance structure
- Knowledge of Oneota Community Food Cooperative policy and procedures
- Interest in local food systems, cooperatives, local economies

Signature _____

Date _____