

Operations Administrator - Friedman School of Nutrition Tufts University

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Posted Dec. 24, 2024, set to expire May 5, 2025

Job Title	Operations Administrator - Friedman School of Nutrition
Department	New Entry Sustainable Farming Project
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21262?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

New Entry Sustainable Farming Project's ([New Entry](#)) mission is to improve our local and regional food systems by training the next generation of farmers to produce food that is sustainable, nutritious, and culturally appropriate and making this food accessible to individuals regardless of age, mobility, ethnicity, or socio-economic status. In doing this work, New Entry provides critical training, career development, and economic opportunity to new farmers.

What You'll Do

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This position is on-site at the Moraine Farm in Beverly, MA. This is a grant funded and 2-year limited term position, eligible for renewable based upon continued funding.

The Operations Administrator will oversee New Entry's Moraine Farm-based programs, including administration, food hub operations, farmer training, and national programming. The Operations Administrator will handle the below duties:

- Formulate strategy, improve performance, and manage human and physical resources to ensure all program operations are carried out in a cost-effective and accountable manner.
- Improve operational management systems, processes, and best practices across all New Entry programs.
- Oversee internal New Entry operations to support effective internal and external communications and marketing, volunteer coordination and intern/student management
- Oversee other aspects of grants, data and program management to ensure coordinated and integrated operations with the organization.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree in related discipline and 3+ years of related experience OR Master's degree and 1-2 years related experience
- Minimum of 2 years supervisory experience required
- Demonstrated experience in working with people in an entrepreneurial business environment which includes a level of business development, strategic thinking, business management, and understanding of community based food systems
- Marketing and communications experience, including outreach, social media and website management
- Community organizing and cross-cultural experience helpful; prepared to build relationships with beginning, immigrant, and refugee farmer participants and community stakeholders
- Experience in building relationships and educating consumers; excellent customer service skills
- Working knowledge of computer software (MS Office, especially Excel database and spreadsheets, social media, email marketing platforms, Salesforce CRM, website content development, graphic design)
- Teaching experience with adult learners and technical assistance provision desired
- Experience communicating expectations in a learning environment to help farmers achieve their goals
- Highly organized and attention to detail
- Ability to meet strict deadlines and prioritize tasks for completion
- Strong leadership and diplomacy skills
- Self-motivated and directed; works well within a rapidly-changing, high performance environment
- Effective communications, interpersonal skills, and strong writing ability
- Demonstrated ability to identify best practices and share between local and national projects
- Clean driving record and access to reliable private transportation necessary

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- Flexible schedule needed, including evenings and weekends

Preferred Qualifications:

- Experience with Salesforce CRM preferred
- Strong Experience with social media, graphic design, and marketing platforms
- Ability to perform varied and repetitive warehouse tasks including manual lifting of boxes between 25 – 50 pounds, in conditions that vary from hot and humid, to cold and wet, and up and down stairs or ladders
- Ability to drive and safely maneuver a 14' or 16' commercial box truck or refrigerated van in urban traffic and congested city streets (no special license required, but must pass physical exam)

Special Work Schedule Requirements:

Periods of intense warehouse activities are June through October where multiple days per week will require long hours, and completion of packing and loading of produce into boxes for on-time delivery to customers. Work happens in a warehouse with limited heating/cooling, so it can be extremely hot or extremely cold depending on the weather. If a delivery driver is absent, or staff/volunteers are absent, the Manager will be expected to complete packing duties and make on-time deliveries to customers.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact