



## **Operations Assistant (Part-Time, Contract)**

Organizations: Poudre Valley Community Farms (PVCF)

Reports to: Lydia Lazar, Executive Director

Location: Hybrid/Remote (Requires local travel within Northern Colorado/Fort Collins)

Hours: Approximately 10 hours per week

Compensation: \$25-\$35 per hour (depending on experience)

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### **Position Overview**

Poudre Valley Community Farms (PVCF) is seeking a highly organized, mission-driven Operations Assistant. This role will provide critical operational, financial, and logistical support to the Executive Director.

The ideal candidate is efficient and organized and is passionate about strengthening the local food system through back-end excellence.

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### **Key Responsibilities**

#### **1. Financial Liaison & Record Keeping**

- **External Coordination:** Serve as the primary point of contact for external bookkeeping (Tally Services) and payroll (Journey Payroll & Quickbooks).
- **Payroll & Benefits:** Report staff hours, manage leave tracking, and facilitate IRA contributions.
- **Accounts Payable/Receivable:** Manage electronic bill payments and monitor staff mileage/reimbursement requests.



- **Reconciliation & Reporting:** Review account reconciliations and staff credit card purchases to ensure all receipts are verified and filed. Assist with quarterly tax reporting as needed.
- **Grant Support:** Support the Program Staff and ED with grant reimbursement processes and help organize time tracking against grants.
- **Physical Logistics:** Perform weekly mail pickups from the LaPorte PO Box and deliver checks to the ED for deposit.

## 2. Operational Governance & Data Management

- **Document Management:** Facilitate the execution of contracts, leases, and official documents via Adobe Sign.
- **Digital Systems:** Maintain and organize Google Drive folders using best practices for archiving and access control.
- **CRM & Development:** Accurately log donations and in-kind contributions in Little Green Light (LGL).
- **Event Support:** Manage online registrations for workshops, community events, and fundraisers.

## 3. Team & Board Support

- **Calendar Coordination:** Help with setting up meetings, both virtual and in-person.
- **Board Logistics:** Schedule Board of Directors meetings, secure physical meeting spaces (for example, Elevations Community Room), and provide technical support for hybrid meetings.
- **Communications:** Monitor general organization email inboxes (e.g., info@) and route inquiries to the appropriate staff members.



## Required Skills & Qualifications

- **Financial Literacy:** Proficiency with basic bookkeeping workflows and payroll systems. Experience with government grant reimbursement is a significant plus.
  - **Tech Savvy:** High proficiency in Google Workspace. Confident using other technology like Quickbooks, Adobe Sign, and CRM software (specifically Little Green Light) desired.
  - **Organizational Excellence:** A process-oriented mindset with a love for creating streamlined workflows and clear documentation. Team player and excited about the work and mission of the organizations.
  - **Discretion & Integrity:** Experience handling sensitive financial data and donor information with confidentiality.
  - **Local Reliability:** Must have a valid driver's license and reliable transportation for weekly errands in LaPorte and Fort Collins.
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## Working Conditions

- This is a contract position requiring approximately 10 hours per week.
  - Work is primarily remote, but the candidate must reside in Northern Colorado to perform weekly physical tasks (mail pickup, check deposits, and occasional meeting support).
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## How to Apply

To apply, please complete [this form](#) and upload your resume.