



Executive Assistant **The Organic Gardener Ltd.**

The Organic Gardener Ltd. (TOG) creates beautiful and productive organic edible gardens. Since 2005, we've built well over a thousand vegetable gardens in and around Chicago utilizing a full line of customized services - design, installation, maintenance, and education.

Based in the North Shore suburbs of Chicago, our team's reach extends to a wide variety of clients throughout the Midwest region. We work with families to create suburban and urban home gardens in yards and unique spaces. And we partner with non-residential groups like corporations, schools, restaurants, and non-profit organizations to craft public food production projects with accompanying educational programming. Come grow with us!

The Executive Assistant serves as the “right hand” to the President and Chief Operating Officer while also providing support within the sales process, to the rest of the TOG team, and to our roster of clients. Focuses of the role include:

Assistant to the President and Chief Operating Officer (COO)

- Maintain contact with the President and COO, both in-person and by phone
 - Create and manage shared task lists
 - Share regular updates with one another about ongoing projects
 - Develop and refine a mutual communication system that allows for these updates
- Manage email inbox and correspondence for President and COO
 - Provide answers to all incoming messages within 24 hours
 - Act as a writing partner and sounding board
 - Identify priority items and ensure that the President and COO address these items
- Coordinate the President and COO's schedule and calendar
 - Set and confirm appointments
 - Be aware of short-term and long-term flow
- Personal Assistant/Property Manager for Middlefork Farm - Communicate and support President and COO
 - Maintain and manage project list for the house/office and property
 - Responsible for occasional personal scheduling, travel arrangements, errands, household organization, and management of contractors
- Maintain an organized contacts system
- Record notes at relevant events/meetings, coordinate follow-up
- Screen incoming calls, take messages, return calls

Sales Support - New Garden Proposal Tracking

- Support by tracking existing client sales from initial point of contact through to signed proposal
 - Manage transition of project from sale to Garden Communications Coordinator
- Take incoming phone calls/email inquiries, explain TOG's services, build rapport with potential clients
- Manage online client database to store client contact information and track project progress
- Coordinate site visits and consultations for TOG staff
- Aid in client relations and reflect communication in online database
- Ensure that the sales team follows the timeline for sending proposals out
- Send proposals and track responses

Events

- President's Presentations & Speaking Engagements
 - Act as point person for events coordination including scheduling, tech set up, promotion, and day-of execution
 - Collaborate with President to develop content (PowerPoint presentations, talking points) for speaking engagements on a variety of topics
 - Aid in sales of President's book, maintain adequate supply for upcoming events
- Internal Events
 - Coordinate annual staff gatherings including winter holiday party, spring gathering, summer garden-to-table dinner, and fall gathering
 - In collaboration with President, identify theme of each gathering and how to convey to attendees

Office Management Responsibilities with Garden Communications Coordinator

- Answer phone - route calls and coordinate communication with in-the-field staff and other TOG departments
- Accept office and warehouse deliveries
- General straightening and upkeep of office space
- Basic tech support and cloud management
- Assist with large mailings, copying, collating as needed
- Record meeting notes

Internal / Leadership

- Attend leadership team meetings, record notes, and track generated staff to-do's to completion
- Provide creative insight for refinement of company organizational systems, management practices, etc.
- Act as liaison between staff and President/COO - aid in coordinating meetings/phone time if needed, share updates, etc.

Communications & Marketing

- Marketing
 - Craft written and visual promotional materials
 - In collaboration with the President, manage a relationship with the press - coordinate interviews, contribute photos, ghostwrite content
 - Maintain a cohesive voice that conveys the story, mission, and brand of TOG to the public
- Maintain and update Wordpress-based website
- Use MailChimp for client e-blasts, internal staff updates, and development of client newsletter
- Produce annual hardcopy holiday card
- Manage incoming in-kind donation requests

Human Resources Assistant

- Organize recruiting and staffing logistics - garden educators, build, & internship program
 - Aid in hiring - write up job descriptions, post to website and other outlets, coordinate interviews, attend interviews, and aid in decision making
 - Support administrative On-Boarding for new staff and interns throughout season
 - Maintain training checklist, facilitating training support with team
 - Complete paperwork with new staff including policy and procedures, finances; recordkeeping
- Assisting Leadership team with employee relations;
 - company-wide committee facilitation and participation;
 - company employee communication;
- Support COO by maintaining employee files and the HR filing system

Ideal requirements:

- Excellent organizational skills, attention to detail, and decisiveness
- Skilled written, verbal, and visual communicator
- Grounded, patient nature
- Resourcefulness, initiative, and a creative entrepreneurial spirit
- Ability to juggle multiple priorities with grace - predict challenges, plan strategically, and operate flexibly
- Works well both independently and collaboratively
- Passion for the seed-to-table and edible education movements
- Familiarity with social media management, database management, and WordPress is a plus

Company is seasonal in nature - this is a full-time position with lighter off-season hours to start. Compensation commensurate with experience. Immediate start date.

To Apply: Send a resume, professional references, and a letter of interest to Sharon Whitehead, sharon@theorganicgardener.net