



Web: [www.iroquoisvalley.com](http://www.iroquoisvalley.com)

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**Iroquois Valley is seeking a temporary part-time (approximately 16 - 20 hours per week) Office Manager to join our team, working in our Chicago office space. This interim position is needed through February 2025.**

**APPLICATION PROCESS: Please send your resume and cover letter explaining your interest and experience to [recruiting@iroquoisvalleyfarms.com](mailto:recruiting@iroquoisvalleyfarms.com). Applications without a cover letter will not be considered.**

Iroquois Valley Farmland REIT, PBC is a certified B corporation and public benefit corporation that provides farmer-friendly leases and mortgages to the next generation of organic farmers. Since our founding in 2007, we have invested almost \$100 million in organic agriculture. Our vision is to transform agriculture, making organic agriculture the norm, not the exception, in America to benefit the health of the soil and of future generations. We are a growing organization that currently impacts over 30,000 acres in 19 states. Our investor base includes more than 800 mission aligned individual and institutional investors located throughout the U.S. and around the world.

**Hourly Rate: \$25 - \$27 per hour**

#### **Position Overview**

The interim part-time Office Manager serves as the first point of contact for the company, and provides organization-wide support to staff, supporting the needs of the company in a hybrid environment (in-person and remote). Duties include ensuring quality internal communication flows and providing departmental support, as needed. The Office Manager maintains systems for record-keeping, ensures correspondence is directed appropriately across the company, handles legal and sensitive documents, manages scheduling, and supports meetings. The Office Manager coordinates and manages IT and other company vendors and reviews payments for services. Mail handling and availability to work on location in a Chicago based office are essential. This is an in-person position with attendance at virtual meetings, as most of the company works remotely.

#### **In this position, you will:**

- Provide operational support to staff
- Serve as the first point of contact for the company. Manage company phone system, including fielding and forwarding calls and voicemails.
- Manage platforms for remote workplace ensuring usability, access, and operational support for remote staff
- Manage scheduling and company calendars
- Manage in-person corporate office
- Collect, scan/upload, pick-up/distribute mail packages, real estate core documents, investment agreements, and other legal and sensitive documents at in-person office.
- Distribute correspondence (physical and virtual) to appropriate contacts including farmers, investors, financial advisors and others. Follow-up on correspondence as needed with staff & external parties to ensure timely response.
- Deposit check payments via check scanner

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- Create and maintain physical and virtual file systems for organization
  - Implement consistent updates to databases and contact lists
  - Manage IT provider
  - Coordinate IT onboarding and offboarding for new hires and offboarding hire and company hardware needs with IT.
  - Serve as main contact for vendors of company software, platforms, and supplies
  - Coordinate company credit cards and assist in reconciling monthly expense reports as needed

**To be successful in this role, you will have:**

- Previous administrative experience (2 - 3 years). Bachelor's degree preferred.
- Strong knowledge of Google Suite, Microsoft Office (Excel especially)
- Ability to handle highly sensitive information, careful document handling and discretion
- Working knowledge of Customer Relationship Management (CRM) databases
- Strong ability to collaborate
- Ability to clearly and effectively communicate across departments and between staff and board
- Effective and accurate written and verbal communication with customers and external parties
- Ability to translate needs of the company to external vendors
- Highly detail-oriented
- Ability to problem solve with data processing, record managing, and IT coordination

**Travel**

This position requires approximately 5% travel for in-person semi-annual staff events.

**EEO**

Don't meet every single requirement? Studies have shown that women and people from diverse communities are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Diversity, Equity, and Inclusion: Iroquois Valley is committed to being a diverse organization that is truly representative of the communities we serve and hope to serve going forward. Iroquois Valley encourages diverse candidates to apply - Iroquois Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status.

We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We want every colleague to be able to deliver their work with dignity, equality, comfort and independence. We are open to accommodation requests regarding assistive technologies, accessibility tools, or any other reasonable adjustments that will make working here more accessible for you.