



**AmpleHarvest.org is looking for a part time (10-12 hours per week) experienced non-profit Administrative Manager for a small, exciting, innovative and virtual non-profit with a nationwide footprint. This is a 1099 contract relationship – not employee position at this time.**

You must be located in the New York City metropolitan region, with Northern New Jersey being a plus. You will work from your own home office on your own computer (scanner and printer also needed but infrequently), Mon to Fri on hours of your choosing (subject to some planned meetings, calls, etc.), but will travel to West Milford NJ once per quarter for a half day meeting (lunch provided 😊)

The position is currently a per hour contract relationship but we're hoping for the funding to ultimately make it a salaried position.

This is for a person who does not need any supervision, is detail-oriented, has very good bookkeeping skills, self-driven problem solver, experienced with MS Office (Outlook, Word, Excel, etc.), QuickBooks, Salesforce, Constant Contact (ADP and fund raising software/platforms a plus) is comfortable working in a virtual environment, and has an up-to-date computer (laptop ok), backup drive, scanner and printer, etc. Graphics design experience is a plus. Additionally, you will be expected to participate in our social media efforts (as a participating user, not a content creator).

We are small, informal and easy going organization, but our work impacts the future health of the country, and is starting to spread globally. If you are passionate about stopping hunger, alleviating malnutrition, helping the environment, minimizing food waste and want to get involved with a one-of-a-kind non-profit (no hyperbole here), we want to talk to you.

Learn more about our work at [www.AmpleHarvest.org/GoogleTalk](http://www.AmpleHarvest.org/GoogleTalk) and [www.AmpleHarvest.org/TED](http://www.AmpleHarvest.org/TED).

If you interested in this position, please email [gary@AmpleHarvest.org](mailto:gary@AmpleHarvest.org) and include your resume/CV.