

Office Administrator (part-time)

About Us

Small Places is a 501c3 that develops farms to upend systemic inequalities in health at the neighborhood level. Our farms are a part of the fabric of the communities we exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.

Our first farm, *Finca Tres Robles* (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we have developed community outlets and relationships distributing our produce through a 10-month CSA, an onsite farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.

The Farm Store will be an unduplicated amenity in our community providing long-term and consistent access to fresh produce. Having recently signed a historic 40-year lease on 1.5 acres in partnership with Harris County, our new Community Farm and Farm Store will have newly opened up in March of 2025.

To read more about our mission and our work, please visit smallplaces.org

Job Description:

Small Places is seeking a dynamic and experienced Office Administrator to support the day-to-day operations of Small Places. The Office Manager will play a key role in supporting our mission by managing the organization's bookkeeping, donation tracking, and accounts payable and receivable as well as other office and administrative responsibilities. The ideal candidate will have experience in nonprofit financial management, exceptional organizational skills, and a passion for contributing to meaningful work. They will work closely with the Executive Director and Development Manager.

Responsibilities:

As Office Administrator, your responsibilities will include but not limited to:

Bookkeeping and Financial Management:

- Maintain accurate and up-to-date financial records in compliance with nonprofit accounting standards.
- Manage accounts payable and receivable, including processing invoices, payments, and deposits.
- Reconcile bank accounts, credit card statements, and financial transactions regularly.
- Assist in preparing financial reports for the Executive Director and Board of Directors.
- Maintain fixed asset listing and record annual depreciation.
- Support annual audits by preparing documentation and working with auditors.

Donation Tracking:

- Record and acknowledge donations, ensuring compliance with donor reporting requirements.
- Manage donor databases and maintain accurate donor records.
- Generate donor reports and provide updates to the development team.
- Assist with donor communications and fundraising campaigns as needed.
- Grant Tracking and recording in Quickbooks.

Office Administration:

- Oversee daily office operations, including supplies, equipment, and vendor relationships.
- Maintain organizational policies and procedures to ensure compliance and efficiency.
- Provide administrative support to leadership and staff as required.
- Serve as the primary point of contact for internal and external inquiries related to financial and operational matters.

Qualifications and Experience – preferences:

- 3+ years of experience in bookkeeping, financial management, or office administration, preferably in a nonprofit setting.
- Proficiency with accounting software (e.g., QuickBooks) and donor management systems (e.g., Philantro, Salesforce).
- Strong understanding of nonprofit accounting principles, including handling restricted funds.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a collaborative team.
- Commitment to the mission and values of the organization.
- Experience with grant management and reporting.
- Knowledge of tax-exempt regulations and nonprofit compliance requirements.
- Familiarity with Microsoft Office Suite and Google Workspace.
- Strong Attention to detail
- Reliable mode of transportation.
- Bi-lingual (English and Spanish) Prioritized

Schedule and Pay:

- This is a part-time role, ~20 hours/week
- \$18-\$22/hr – based on previous experience and evolving scope of role
- PTO, fresh produce

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

To apply, please visit our website smallplaces.org/careers/
 Or you can send resume and cover letter to tgarciaprats@smallplaces.org
 with “Office Administrator” as the subject.