

**Student Action with Farmworkers (SAF)
Operations Manager—Part Time Position**

Application deadline: 5 pm, Monday, September 6

MISSION: Founded in 1992, SAF is a non-profit organization that brings students and farmworkers together to learn about each other's lives, share resources and skills, improve conditions for farmworkers, and build diverse coalitions working for social change. www.saf-unite.org

STAFF SIZE: 6 full-time and 30 summer interns & fellows

ANNUAL BUDGET: \$608,449

JOB RESPONSIBILITIES:

- Assist with management of finances—prepare deposits & checks, create & monitor invoices, prepare & review taxes/tax records/refunds, enter accounting data & budgets into Quickbooks
- Manage database & keep records updated
- Coordinate donor acknowledgements
- Manage car maintenance
- Purchase and maintain supplies, postage, computers and office equipment
- Assist with filing & other administrative support as needed
- Assist with outreach to farmworkers and general SAF organizational work as time permits

SKILLS / QUALIFICATIONS

- Passionate about farmworker justice
- Experience in financial management, including payroll, payables, and receivables (preferably with nonprofits)
- Knowledge of office procedures, including filing, office equipment, typing, and policy development
- Excellent organizational and archival skills and attention to detail
- Excellent written and oral communication skills
- Flexible
- Able to juggle multiple tasks
- Ability to take initiative
- Computer skills on Macintosh--Word, Excel, and Quickbooks Pro--& database programs (we use Neon)
- Associate/Bachelor's Degree in relevant field OR 2 years administrative experience, preferably with a nonprofit
- Able to make at least at least a 2-3 year commitment
- Bicultural and excellent written and oral communication skills in Spanish & English
- Former SAF intern or fellow (preferred)
- From farmworker family (preferred)

HOURS OF WORK: 16 hours/week flexible schedule Mon-Fri

SALARY & BENEFITS: \$14.90-22.26/hour depending on experience; prorated health insurance, vacation, holidays, and personal/sick leave; union contract

LOCATION: Durham, NC

START DATE: Fall 2010

APPLICATION DEADLINE: 5pm September 6

TO APPLY: Mail or Email (1) a one page **cover letter** explaining why you want this position and (2) up to three-page **resume** with 3 references' names, addresses, phone numbers and email addresses to: SAF Hiring Committee, 1317 W. Pettigrew St., Durham, NC 27705, mwiggins@duke.edu;

Questions: Melinda Wiggins, 919-660-3616

SAF is an affirmative action/equal opportunity employer.