



Executive Administrative Coordinator

Position Summary:

The Executive Administrative Coordinator assists in various areas of Bio-Logical Capital's work by providing administrative and technical support, coordinating projects, and information flow between internal teams and external partners.

The Executive Administrative Coordinator possesses a suite of skills, including professional communication, office management, risk management and compliance knowledge, word processing and document creation, Human Resource administration, and basic finance, bookkeeping and accounting functions. The Executive Administrative Coordinator also possesses creative composition and editing skills, and strong team and content organization.

Essential Duties & Responsibilities:

Finance, Risk Mitigation, and Compliance Administration

- Collaborate with internal teams and third-party accounting firms to facilitate accounts receivable and payable data entry (including coding), automated payment processing for vendor invoices and expense reports, and monthly reconciliation.
- Administer vendor interactions and account reconciliation information requests, payment confirmations, and communication regarding accounts receivable and payable processes.
- Assist in annual policy renewals, underwriting, and vendor payments to ensure timely insurance coverage, business licenses, registrations, and other compliance requirements.

Human Resources

- Support the internal Human Resources team and external partners, including benefit brokers for annual renewals, and team member benefit onboarding/offboarding.
- Facilitate uniform information exchange between Accounting, Human Resources, and external parties.
- Assist in maintaining confidential personnel files, digitally stored documents, performance records, pay authorizations, incident reports, and medical work restrictions.

Information Technology

- Oversee the management of computer and office equipment hardware assets, including tracking employee hardware assignments, coordinating repairs, and handling new hardware procurement.
- Facilitates computer software, IT service providers, technology platforms, and associated account payments and maintenance, including tools such as Slack, G-Suite, Microsoft Suite, Adobe, Box, and Asana.
- Administer the internal file server system, Box, by providing training to team members, conducting periodic audits, maintaining folder organization, and assisting in the upload and organization of relevant documents and digital assets.

Office Administration

- Maintain the Bio-Logical Capital business administration calendar, ensuring timely completion of tasks and processes.
- Facilitate general office organization efforts, such as maintaining office supplies, managing incoming and outgoing mail, and liaising with property management and fellow tenants.
- Collaborate with the Leadership Team on drafting meeting agendas, taking meeting notes, drafting reports and memos, creating presentations, and supporting modeling work.

Desired Qualities & Skills:

Education: 4-year degree required in Business or Administration Management, Psychology, or Communications, or any equivalent combination of experience, lived experience, and/or special skills.

Experience: 5 years of experience in administrative management, IT, systems coordination; or any equivalent combination of experience, lived experience, and/or special skills.

Knowledge, Skills, and Abilities:

- Proven computer skills including Microsoft Office Suite and project management software, Slack, G-Suite, Microsoft, Adobe, Box, and Asana.
- Requires excellent organizational skills, written and oral communication skills, attention to detail, and ability to prioritize work and tasks.
- Adaptability to produce and meet deadlines in a fast-paced, multi-task and changing environment, and the ability to work independently and as part of a team.
- Strong negotiation skills and the ability to handle sensitive information with diplomacy.
- Outstanding communicator and considered to be a developer of programs who is comfortable working and collaborating with a broad cross section of people in direct and matrixed relationships to drive programs to meet strategic goals.
- Experience applying an equitable analysis to all duties to achieve organizational goals and demonstrate Bio-Logical Capital's commitment to diversity, inclusion, equity, and anti-racism preferred. Interested in advancing DEI work and has put some actions in motion.

Schedule: Days with occasional nights and weekends if traveling.

Licenses/Certifications: None

About Us

We believe that healthy soils, sustainable food systems and the people who work within them are the *capital* of our planet's future. Hence our name. We believe that one of the biggest ways that we can influence climate change and healthy communities is through working in our food systems. Hence our work.

We support, collaborate, and work with stakeholders who share and sometimes challenge these values. We partner with landowners, investors, farmers, conservationists, food professionals and municipalities to develop creative business solutions to complex challenges. We work across many scales and landscapes, from a few city planters to ranches, farms, and conserved areas that span thousands of acres.

Our current long-term projects include a 3,600 acre cattle and silvopasture ranch in Hawaii, a 400-acre diversified farm in Vermont, and a growing urban landscaping business in Colorado. In addition, we consult

on family land succession plans, analyze and manage food and agricultural investments; conduct large-scale ecological research studies; and develop and operate food businesses and critical infrastructure along the value chain. Although food and agriculture are often at the forefront of our projects, we also work in water stewardship, healthy human communities, ecological restoration and landscape conservation.

Our Culture

Our team members are dedicated and work in a fast-paced environment with full days – including some evenings and weekends for events – yet remain committed to a healthy work/life balance. While we expect work to be taken seriously, we also know the importance of having fun and the value of enjoying the work. We are:

- **Inspired** by the work we do, with an eagerness to contribute to our continued growth and evolution.
- **Committed** to making tangible, positive impact on our communities, food systems, equity, & climate.
- **Driven** and joyful in taking concepts from idea to execution; jumping between strategic and tactical; between working in the weeds with hands literally in soil, to big picture strategy and managing
- **Comfortable** participating in creative discourse with the team through listening, building rapport, challenging, and influencing how success is defined and how to pursue it.
- **Relationship focused** with energy and empathy to build genuine connections within our team as well as with external stakeholders.
- **Detail oriented** with outstanding organizational skills and strong follow-through.
- **Translates** between people with wide ranging personal and professional experience to build resilient relationships grounded in consensus.

Bio-Logical Capital is committed to the principle of equal employment opportunity for all team members and to providing a work environment free of discrimination and harassment. All employment decisions at Bio-Logical Capital are based on business needs, job requirements and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. Bio-Logical Capital will not tolerate discrimination or harassment based on any of these characteristics.

Compensation: This is an exempt, salaried position, based on knowledge, skills, and experience. The salary range is \$65,000 to \$85,000 and includes Biological Capital's generous benefit package, including healthcare, SIMPLE IRA match, summer Fridays, family leave policies, and paid time off.

Application Process:

Please apply to <https://www.thehrshop.com/jobs> or click here [<insert link to posting here once live>](#) Applications and interviews will be held on a rolling basis, so we encourage you to apply as soon as possible. Your application should include resume, link to updated LinkedIn profile (optional), 2 professional references, cover letter that includes a short description of why you and Bio-Logical Capital are a cultural knit and how you meet the qualifications for the role.

For more information on our company, please visit www.biologicalcapital.com.