



# Operations & Finance Officer

for **ARK**, award-winning social innovator  
full-time, permanent; based remotely

We want a **badass** who wants to **make an impact** working with rural communities towards food security and self-sustainability

## As ARK's Operations & Finance Officer, you will:

- engage directly with rural communities, as you guide them in tracking and achieving their desired impact, and monitoring cash flow for ARK's flagship program, Feed Back
- get communities to understand and appreciate the numbers and learn to track the impact themselves
- manage the community's field analysts and data auditors to ensure the timely and accurate collection of data
- clean and organize program data (e.g., participation rates, harvest type and value, cash flow) using Excel and Google Sheets
- develop spreadsheets and financial models for data analysis (e.g., monitoring trends and performance, strategizing for community targets, automation of processes) and drawing out insights and stories from the numbers
- be part of the core team that manages the program's impact database, designs program metrics, and audits program finances
- oversee the conduct of the impact tracking process and maintain an overview of the organization's impact to-date
- engage with a spectrum of people, as you work with barangay captains, mayors, officials, community leaders, farmers, fisherfolk--plus ARK's own global network from Manila to NYC who will help you **grow** and further **your dreams**

## You are fit for this role if you

- are **organized**, independent, and loves to get things done. Your friends and family count on you for itineraries and bill payments.
- **love using spreadsheets** in everyday life! You like to **maximize technology** and experiment with formulas to **make life easier**
- value **curiosity, respect, and fun**. You love getting to know people and working with others. This means lots of **teamwork** and figuring out **win-win** scenarios.



- want to be **passionate** about the impact and this line of work; you have **empathy** both for people you engage with and the outcomes you are driving towards to
- likes **problem-solving** and getting to the bottom of things, You are **creative and strategic in analysis** and coming up with longer-term solutions
- have around **3 to 5+ years of relevant experience, any industry**; could be more – what we value is having demonstrated the clear ability to: lead analysis of spreadsheets and financial models; draw out insights; and organize data and summaries

#### **Bonus points if you**

- have skills in any of the following: accounting & auditing experience; survey design & tools; writing & storytelling; background in behavioral science and/or impact evaluation
- are fluent in Bisaya or other dialects; better-than-okay Tagalog
- enjoy Excel memes ;)



## Want in?

Email us at [join@ruralkids.org](mailto:join@ruralkids.org)

Subject: "I want to join the badass team"; we prioritize who emails first! Our candidacy process includes the opportunity to join ARK for a week or two, and see if it's a fit for you! Career-shifts are welcome!

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## Tell us about yourself.

On your email please include your:

1. resume
2. letter – that sheds light on:
  - a. What aspect of ARK or the programs do you really like?
  - b. What of your talent and experience do you want to contribute?
  - c. What do you want to learn, gain or achieve in your tenure with us?
  - d. How will working with ARK bring you closer to your dream or help you in your next venture say in 2 years or 5 years time?
  - e. What failure in your personal or professional life that you experienced do you still think of until today? What lessons did you learn and how did you get up from your stumble?
  - f. What are 3 things that your friends love about you? What do they all wish you would grow into?
  - g. the blanks (please fill in):
    - i. My heart skips and sings when " \_\_\_\_\_".
    - ii. When the going gets tough, I " \_\_\_\_\_"
    - iii. I need \_\_\_\_\_ first thing in the morning, no matter what.
  - h. Your earliest availability for an interview and a start date
3. Portfolio of work or narrative of the impact that you have made, cannot forget, and want to share

*ARK solves with rural communities to create a path to secure their food, kids' schooling and a sustainable future. Our claim to fame is our innovative P2.50 school lunch, the world's first & only self-sustaining school lunch. As the pandemic closed down schools and made communities at-risk for hunger and strife, ARK pivoted and created Feed Back - a neighborhood vegetable exchange. This program enables communities to source their food from within and generate excess to sell to nearby villages and towns. Join ARK at the leading edge of social impact: believe in our partners, create markets, and solve for true sustainability and a clear exit.*