



JOB POSTING 2021: Part-Time Administrative Assistant

The Farm and Ranch Freedom Alliance is a nonprofit organization that advocates for small farmers and local food producers. The Council for Healthy Food Systems is FARFA's sister nonprofit that educates consumers, farmers, and policy makers on healthy food systems.

FARFA and CHFS are looking for an energetic, conscientious, and detail-oriented individual, who enjoys making a positive difference, to work as a part-time administrative assistant. The position is on-site at our office in Cameron, TX.

JOB RESPONSIBILITIES:

- Membership management: enter new memberships and renewals into database; run reports as needed; manage fulfillment of membership benefits
- Administrative: open mail, deposit checks, arrange payment of invoices
- Member support and outreach: respond to inquiries about FARFA's work via phone and email; initiate emails to farmers and other potential members
- Manage the printing, stuffing, and addressing of quarterly newsletter and fundraising appeals
- Provide support for special events, including making hotel reservations and catering arrangements, and coordinating volunteers
- Special projects as assigned

REQUIRED QUALIFICATIONS:

- Excellent organizational skills and the ability to manage projects without supervision
- Attention to detail and ability to enter data accurately
- Proficient in MS Word, Excel, email, internet
- Strong customer service and communication skills, over the phone and email
- Can handle sensitive information with the highest degree of integrity and confidentiality

PREFERRED ADDITIONAL QUALIFICATIONS:

- Familiar with website content management systems, e.g. Wordpress
- Ability to create graphics for social media
- Familiar with contact management databases

HOURS AND PAY

This is a part-time position split between the two organizations, totaling 10-15 hours/week on average. Pay range is \$14-\$16/hr.

A portion of the work may be done from home, but the job will require being in the office in Cameron, TX, at least once a week.

Please send resume and cover letter to: Judith@FarmAndRanchFreedom.org

Posted November 1, 2021. Resumes will be reviewed on a rolling basis until the position is filled.

Learn more at www.FarmAndRanchFreedom.org and www.HealthyFoodSystems.org.