



POSITION ANNOUNCEMENT:

Office Support Intern

Practical Farmers of Iowa is seeking a responsible and committed person to help with mailings, update our membership database, answer phones, and other office tasks. This is a flexible, part-time internship that pays \$10 per hour for approximately 15 hours per week.

Practical Farmers offers a flexible, fast-paced work environment with opportunities for independent initiative and professional development. Training will be provided. Candidate must have the ability to lift 50 pounds, walk long distances and have a valid driver's license. We are looking for a one-year commitment to this internship.

Duties for this position include:

- **Membership Services:** Data entry, assist with mailings, greet guests, answer phone calls, help members with inquiries
- **Fundraising Support:** Send out mailings, maintain donor records
- **Office Organization:** filing, supply maintenance, maintain photo database, housekeeping
- **Event Support and Follow-Up:** Make photocopies, send out feedback surveys
- **Merchandise Sales:** Coordinate merchandise orders, fill wholesale and retail orders, maintain inventory
- **Other duties as assigned**

Experience helpful but not required:

- Microsoft Office
- Customer Service
- Member/Donor Database
- Survey Monkey

To apply: Send a resume and cover letter by **September 20** to: Erica Andorf, 600 5th Street. Ste. 100, Ames, IA 50010 or email erica@practicalfarmers.org.

Practical Farmers of Iowa is a 32-year-old 501c3 nonprofit organization. Our mission is strengthening farms and communities through farmer-led investigation and information sharing. For more information, visit our website at www.practicalfarmers.org.