**POSITION ANNOUNCEMENT:**

**Office Assistant**

Practical Farmers of Iowa is seeking a responsible and committed person to help with mailings, membership database updates, answering phones, and other office tasks. This is a flexible, part-time position that pays $10 per hour for approximately 20 hours per week.

Practical Farmers offers a flexible, fast-paced work environment with opportunities for independent initiative and professional development. Training will be provided. We are looking for a three-month summer commitment to this position, with preference to continue into fall.

**Duties for this position include:**

* **Membership Services**: data entry, assist with member inquiries
* **Fundraising Support**: maintain donor records, assist with letter campaigns
* **Office Support:** greet office guests, answer phone calls, file records, print postage, organize supplies
* **Event Support and Follow-Up:** pack/unpack supplies, organize event materials
* **Merchandise:** fill and mail merchandise orders, maintain inventory
* **Other duties as assigned**

**Experience helpful but not required:**

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

Candidate must have the ability to lift 50 pounds, walk long distances and have a valid driver’s license. Please apply by sending cover letter and resume to Steve Carlson at [steve@practicalfarmers.org](mailto:steve@practicalfarmers.org) by **Monday, April 6, 2020**.