

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 by **Monday, April 6, 2020**.