

Administrative Assistant Job Description Wolfe's Neck Farm

The Education Program Administrative Assistant is a half-time position. This position will be responsible for the office organization and administration of the Education Program at Wolfe's Neck Farm. This will involve answering phones, maintaining databases of schools, campers, and spring programs, registering campers and spring programs, and managing financial information for spring programs and summer camp. The Administrative Assistant will also manage registration and payment for adult classes at the farm. They may also be asked to help with publicity and media relations, as well as grant-writing as the situation demands.

This person will work with the Education Coordinator and Americorps Educator to effectively organize and professionalize the administration of this program. They will also work with the Wolfe's Neck Farm Foundation's administrative assistant to correlate administrative procedures and effectively transfer information. This is a new position, and there may be additional organizational or administrative duties included as the program expands.

The ideal candidate will:

- Have extremely strong organizational skills
- Have experience with Filemaker Pro, Microsoft Office
- Detail-oriented
- Have experience with administrative office work in a non-profit setting
- Have experience managing finances in a non-profit setting
- Have an interest in sustainable agriculture, the environment, and/or education
- Team player
- Self-starter
- Independently motivated
- Good people skills