



red gate farm

EDUCATION CENTER

Administrative Assistant (part-time)

Job Description

This is a part-time position (up to 20 hours per week) that is designed to provide support to the Farm Director and the Farm Office. This position is part-time and in-person with a flexible work-schedule. The position is wide-ranging and includes development work and basic office functions such as filing, writing scripted thank you letters, bank and post office errands and organizing files and folders.

Farm Values

Employees are expected to embody the farm's core values:

- Being kind
- Being respectful
- Giving your all
- Having fun and trying new things

Qualifications

We are looking for someone who:

- has an articulated belief in the mission and values of Red Gate Farm
- is excellent at working with computers, the internet, google docs
- is able to learn our cloud-based database application
- is well organized and has attention to detail
- is good at tracking and entering information
- has excellent accuracy for data entry, record management and communications
- has initiative and is good with follow-up
- can commit to policies on confidentiality

Specific Responsibilities

- Perform basic office functions: collect mail, file papers, phone calls, etc.
- Process program registrations and help manage related paperwork and follow-up
- Write and send thank you notes and other development communications
- Organize materials and paperwork for staff and visiting groups
- Assist the Farm Director with administrative tasks
- Work cooperatively and closely with other farm staff
- Other office or administrative tasks as needed

Compensation and Benefits:

\$15 - 18 per hour depending on experience and qualifications.