



Horn Farm

Center for Agricultural Education

4945 Horn Road, York, PA 17406 • 717-757-6441 • info@hornfarmcenter.org • hornfarmcenter.org

Position Announcement: Executive Assistant

Application Deadline: April 30, 2018

Start Date: June 1, 2018

At the Horn Farm Center we build community resilience by demonstrating holistic land management practices that provide food along with ecological and economic benefits. We seek applicants who share our passion for regenerative agricultural practices. Preference is for applicants interested in transitioning to full-time employment as the organization grows.

Position Summary

The Executive Assistant performs administrative tasks needed for the day to day operation of the organization and provides coordination for volunteer activities. This position reports to the Executive Director.

Responsibilities:

Administrative Coordination:

- Organize and maintain office filing and storage systems
- Update organizational documents as needed
- Monitor and order office supplies
- Distribute incoming mail
- Perform errands that assist daily functions: post office, bank, etc.
- General reception duties, phone answering
- Prepare manuals for new board members and staff
- Keep board/staff contact list up to date
- Assist in the creation of flyers, event notices, press releases
- Maintain Horn Farm display board and update as needed
- Enter donor information into CiviCRM database
- Prepare and send thank you letters
- Use QuickBooks Online to enter income and expenses
- Prepare monthly financial reports
- File local and sales tax

Volunteer Coordination:

- Survey staff regularly to assess needs for volunteer assistance
- Create and maintain descriptions for each volunteer assignment

- Recruit, interview and place applicants for volunteer work
- Schedule all volunteer activity and act point of contact for communication
- Develop and manage volunteer policies and procedures
- Organize and participate in volunteer recognition program
- Maintain accurate records and provide activity reports on volunteer participation
- Provide ongoing support and guidance for volunteers
- Confer with volunteers to resolve grievances and promote cooperation
- Coordinate Hunting Program at the Horn Farm Center

Qualifications:

- Ability to work well with a diverse group of staff and volunteers
- Demonstrated capability to effectively communicate orally and in writing
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide variety of tasks, projects, and responsibilities
- Ability to work productively in a dynamic and fluid environment

Performance objectives:

- Communicates proactively and effectively with staff, volunteers, public
- Duties are executed in a timely manner with meticulous attention to detail
- Adherence to agreed upon schedule
- Maintenance of confidentiality
- Follows Horn Farm Style Guide for all communications

Benefits:

- Part-time, flexible work schedule: 10 - 15 hours per week
- \$11-13 per hour, commensurate with experience
- A seasonal, weekly share of produce from Horn Farm CSA

To apply submit a cover letter describing your skills and qualifications along with your résumé to Alyson Earl via email at executivedirector@hornfarmcenter.org or by mail to Horn Farm Center, 4945 Horn Rd., York, PA 17406.