Position Title: Administrative Farm Assistant

Community Service Partner: World Hunger Relief

Job Description: The Administrative Farm Assistant embodies a vital role of communal service within our organization by providing hospitality to visitors of the farm, organizational support to administrative staff, and assisting with fundraising events, joining our team as we seek to “nourish people, communities, and the land” together.

Responsibilities: - Provide the office manager with assistance with organization, mail management, filing, and office cleanliness - Assist the Executive Director with donor letters and phone calls, research, reports, and technical support as needed - Offer hospitality by answering phone and email inquiries, helping with communications, assisting with scheduling, providing coffee and maintaining clean and functional welcome spaces - Support special event fundraising opportunities such as farm to table dinners by assisting with step up, staffing information tables, and assist with materials and preparations. - Possible opportunities include assisting social media and website coordinators with content and editing; staffing at our weekend Waco Downtown Farmers Market booth; running errands and assisting with supply purchases, and providing occasional produce harvesting help and herb garden maintenance.

Qualifications: - Maintain reliable transportation - Provide professional and kind care to customers, community members, and volunteers - Demonstrate excellent communication skills including active listening

Strong Applicants: - Communicate inclination toward efficient and detail-oriented task navigation - Observe ability to excel in self-directed work and task completion - Share an appreciation for serving others, and flexibility for the quirks of working with others - Share openness to working outdoors and in environments affected natural elements and seasonal climate.

Learning Opportunities: - Experience within the non-profit sector, including a unique learning opportunity for those interested in non-profit management, operations, and donor relations - Micro and mezzo level field observation opportunity for those interested in educational programming, food systems, and community development. - Hands-on service opportunities for those interested in ecology, creation care, and working in the soil - Opportunity to hone skillsets in social media outreach and marketing communications

Hourly Rate: $10.00/hour

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to officemanager@worldhungerrelief.org.

Please DO NOT send application materials to Student Employment.