



The Urban Farm Job Description-Administrative Assistant

The Urban Farm is currently seeking an organized and enthusiastic individual for part time administrative assistant (20 hours per week).

The Urban Farm (TUF) Mission and History

The Urban Farm inspires excitement for learning while fostering respect, responsibility, curiosity, caring, and grit. Our purpose is to provide opportunities for character building through experiential learning and practical work experience in a farm setting. TUF is an educational urban farm offering people the chance to learn horsemanship, animal husbandry, traditional and alternative gardening, and land remediation and care.

Minimum Qualifications:

- High School diploma or GED equivalent
- Preferred previous experience in a similar roll, or completed courses at a community college or vocational school with a focus in computer, communications, and office skills.
- Available to work 4-5 hour shifts during the hours of 10 am-8 pm at least 4 days each week.
- Proficient with computers and office equipment and software (email, scheduling, word processing and spreadsheet programs).

Description and Responsibilities:

We are seeking an Administrative Assistant to help in our front office.

- Staff front desk during public hours at the farm including, but not limited to, directing visitors, answering questions, answering the phone, responding to general farm emails, and communicating with the appropriate staff member to further assist the visitor.
- Registration for classes and camps
- Membership renewal and database maintenance
- Inputting waivers to database
- Other administrative responsibilities as determined

Desired Skills and Qualifications:

- Strong organizational skills with the ability to multi-task, patiently and professionally
- Strong communication skills with adults and children
- Team player, enthusiastic, organized, and self-motivated
- Must be willing to learn and speak confidently about the agricultural methods and practices used and implemented at TUF

Compensation:

Hourly wage negotiable based on availability and experience.

How to Apply:

Please send a resume to the contact below.

Mike Nicks at mikeattuf@gmail.com