

Part-Time Administrative Assistant

This is a great opportunity for someone who wants to work at a Dane County historical park, in a beautiful setting and friendly, informal office environment. The person in this position would be involved in addressing a variety of different tasks and have substantial autonomy, with weekly guidance and oversight from the Park Administrator.

Position and essential functions:

General support of the Park Administrator; clerical and computer duties, maintain membership records and website updates, assist with volunteer recruitment and logistics of public events. Reports to Park Administrator.

Qualifications & skills desired:

Familiarity with/or willingness to learn Microsoft Office Suite, website management and email marketing software (Constant Contact), social media platforms. Good organizational, public relations and communication skills. Experience with volunteer management or social networking a plus. Interest in or appreciation for historic preservation and rural issues.

Work environment:

Majority of work will be in the farm office, with minimal travel for marketing-related tasks. Event prep and facilitation will involve walking or standing for short periods of time.

Availability:

8 hrs/week, ideally to be split into 2 week-day increments. Occasional weekend shifts for events, as needed.

Compensation: \$12-\$15/hr., based on qualifications

Please send a brief letter of interest and resume to Amy Jo Dusick, Park Administrator, at info@schumacherfarmpark.org

or

Friends of Schumacher Farm
c/o Park Administrator
5682 Hwy 19
Waunakee, WI 53597