



SCHUMACHER

FARM PARK

Where Dane County's Rural Heritage Comes Alive

Employment Announcement Office Administrator

Position and essential functions: General support of the Park Administrator; clerical and computer duties, maintain membership records and website updates, assist with visitor's center inquiries 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 graphic design 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. Some work may be done remotely. 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 desired.

Compensation: \$13-\$15/hour based on qualifications

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

or mail to:

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