

## **Part-time Administrative Assistant**

This is a great opportunity for someone who wants a part-time position 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, Wordpress software, 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 in the farm office, with minimal local travel for marketing-related tasks. Event prep and facilitation will involve short periods of walking or standing.

Availability: 8 hrs/week, ideally to be split into 2 weekday 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 the Amy Jo Dusick, Park Administrator, at [info@schumacherfarmpark.org](mailto:info@schumacherfarmpark.org)

or

Schumacher Farm Park  
5682 Hwy 19  
Waunakee, WI 53597  
(608) 849-4559