



POSITION ANNOUNCEMENT

Office Support Staff

Practical Farmers of Iowa is seeking a responsible and committed person to help with mailings, update our membership database, answer phones, and other office tasks. This part-time position pays \$12 per hour for 15-20 hours per week with the possibility for more hours in the future.

PFI offers a fast-paced, casual, flexible work environment with opportunities for independent initiative and professional development.

Candidate must be able to work at our Ames office. Training will be provided. We are looking for at least a one year commitment to this position.

To apply: Send a resume and cover letter by **April 6, 2012** to: Patrick Burke, 600 Fifth St Ste 100, Ames, IA 50010 or patrick@practicalfarmers.org

Specific tasks will include:

- Membership Services: Answer phone calls, help members with queries
- Fundraising Support: Send out mailings, maintain donor records
- Office Organization: Help maintain supplies, file newsletters, circulate periodicals
- Event Support and Follow-Up: Make photocopies, enter survey information
- Board Support: Copy and distribute communications to Board of Directors
- Conference Support: Process registrations, help with setup

Founded in 1985, Practical Farmers of Iowa is an open, supportive and diverse organization of farmers and friends of farmers, advancing profitable, ecologically sound and community-enhancing approaches to agriculture through farmer-to-farmer networking, farmer-led investigation and information sharing. For more information, visit our website at www.practicalfarmers.org.