



Job Title:	Administrative Assistant/Media Specialist	Division:	Research and Development
Department:	Local Food Production	Project Focus:	Soil Health & Climate Resilience
Location:	Eros, Louisiana	Travel Required:	Statewide Travel
Level/Salary Range:	\$24,000/year	Position Type:	Part Time Position 24 hours/wk. (Three Year Commitment)
HR Contact:	Donna Isaacs	Date Posted:	February 15 th , 2022
Will Train Applicant(s):	Will Train Qualified Applicant	Application Deadline:	March 1 st , 2022
Opportunity Posting URL:	www.camptifieldofdreams.net		

Applications Accepted By:

EMAIL:

Donna@CamptiFieldofDreams.org
Subject Line: Project Manager

MAIL:

Donna Isaacs
Company Name
9338 Highway 34
Eros, LA 71238

Job Description

ROLE AND RESPONSIBILITIES

Campti Field of Dreams is dedicated to improving the quality of life for citizens in rural Louisiana through sustainable entrepreneurship. The organization was recently awarded a USDA Natural Resources Conservation Service Conservation Innovation Grant to help 20 historically underserved farmers become viable agricultural producers within 3 years. Campti Field of Dreams seeks a self-motivated individual that is passionate about the health and wellbeing of farmers, their communities and the natural resources that sustains us to join the team in this transformational work.

The administrative assistant/media specialist duties include clerical support to team members; coordinating meetings, activities, and events; generates and formats reports and other documents using a full range of computer software skills including spreadsheets, word processing, desktop publishing, database management, presentation software, etc. Creates and updates public relations material, develops content for the website and online social media outlets.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A degree from an accredited university or equivalent work experience. Preference will be given to a candidate with degree in marketing or business administration.

PREFERRED SKILLS

The ideal candidate will exhibit excellent computer skills, along with good communication, interpersonal, problem-solving, and time-management skills.

ADDITIONAL NOTES

Proficient in Microsoft Office Suite, QuickBooks, Adobe Creative Studio and Zoom.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time