



Campti Field of Dreams, Inc.

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:	March 1 st , 2022
Will Train Applicant(s):	Will Train Qualified Applicant	Application Deadline:	March 14 th , 2022
Opportunity Posting URL:	www.camptifieldofdreams.net		
Applications Accepted By:			
EMAIL: Donna@CamptiFieldofDreams.org Subject Line: Project Manager		MAIL: Donna Isaacs Campti Field of Dreams, Inc. 9338 Highway 34 Eros, LA 71238	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>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.</p> <p>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.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>A degree from an accredited university or equivalent work experience. Preference will be given to a candidate with degree in marketing or business administration.</p> <p>PREFERRED SKILLS</p> <p>The ideal candidate will exhibit excellent computer skills, along with good communication, interpersonal, problem-solving, and time-management skills.</p> <p>ADDITIONAL NOTES</p> <p>Proficient in Microsoft Office Suite, QuickBooks, Adobe Creative Studio and Zoom.</p>			