



## Job Posting Farm Administrator

**TITLE:** Farm Administrator

**REPORTS TO:** Wright-Locke Farm Associate Executive Director

**STATUS:** Part Time (~20 hours per week)

**COMPENSATION:** Hourly pay based on experience, starting at \$17.50/hour

**START DATE:** June 2022

[Wright-Locke Farm Conservancy, Inc.](#) in Winchester, MA is seeking a Farm Administrator (FA) to assist with coordination of all inbound inquiries from visitors, customers and vendors. Primary responsibility will be to respond to and direct inquiries to the appropriate staff member for resolution. Applicants are preferred to have experience in managing administrative tasks in a small, cooperative work environment. The successful candidate will have organizational acumen with strong attention to detail and a pleasant, outgoing demeanor. All staff must pass a CORI/SORI background check.

### **Wright-Locke Farm Mission:**

The Wright-Locke Farm Conservancy (WLFC) seeks to build broad community and model sustainable practices through active learning, organic agriculture, land stewardship, and an appreciation of our historic New England farm. We grow certified organic vegetables, fruits and flowers for local consumption, offer farm-based educational experiences for people of all ages through structured programs and informal learning, and open our doors for public and private events, providing a venue for recreation, leisure and gathering.

### **Farm Administrator responsibilities include:**

- In many cases, the Farm Administrator (FA) will be the initial point of contact for individuals contacting the Farm with questions, bookings or general inquiries.
  - The FA will respond directly to resolve the question, or refer the inquiry to one of the appropriate staff members in our various departments - Agriculture, Education, Events, Kitchen, Farm to Go.
  - The FA will monitor the office phone, various department email accounts and our social media channels to monitor, field and rapidly respond to inquiries.
  - While on farm/in the office, the FA will greet and answer questions/inquiries from and guests or visitors.
  
- Event Coordination

- The FA will assist the Event Director in responding to the many rental inquiries received for private event rentals at the Farm and will help develop and maintain clear, effective systems for keeping track of communications with potential clients.
- Communication with the Associate Executive Director (AED)
  - Providing feedback when appropriate.
  - Notifying of any known issues.
  - Attending staff check-in meetings when asked.

**Desired Skills and Abilities:**

- Must be proficient with Google Suite.
- WordPress and Constant Contact experience preferred.
- Familiarity with social media platforms, primarily Facebook and Instagram.
- Have a strong background in administration, organization, and office management.
- Be highly organized and task oriented, able to handle multiple tasks.
- Have a friendly, positive attitude and be able to adapt to changing environments and circumstances.
- Be patient, open, communicative, and cooperative with staff and visitors alike.

**Employee Perks:**

- Free organic produce “seconds”
- A discount on select items in Farm to Go
- Wright-Locke Farm t-shirt

*Wright-Locke Farm Conservancy is dedicated to providing an inclusive and welcoming environment to all, regardless of and not limited to race, religion, color, age, national origin, military service, physical appearance, gender identity or gender expression, sex or sexual orientation, or physical or mental ability or disability. We do not tolerate harassment in any form. Please join us in respecting everyone.*

If you are interested in working as a Farm Administrator please send a resume and cover letter to the Associate Executive Director at [info@wlfarm.org](mailto:info@wlfarm.org) as soon as possible. **Thank you!**