

Job Announcement

***House Farm Workers!* Administrative Assistant**

About *House Farm Workers!*

The mission of *House Farm Workers!* is to support affordable, safe, stable housing for farm workers in Ventura County through education and advocacy. Our work is not always visible, but it is critical. We do not build farm worker housing; we make it possible for others to do so by building a conducive political and regulatory environment. See more at www.housefarmworkers.org

Position Summary: The Executive Assistant works closely with the Executive Director. Tasks are related directly to the fulfillment of the organization's mission.

Reports to: Executive Director

Representative Tasks and Major Responsibilities

- **Administrative:** Carry out administrative and clerical duties on behalf of the executive director. Schedule in-person or Zoom events and meetings, calendar invites, and logistics. Respond to email and social media inquiries, create and maintain written and virtual publications. Attend meetings as directed.
- **Fundraising:** Maintain donor management database, create events using Eventbrite, monitor ticket sales, social media advertisement of events, and create event attendance lists. Assist with event volunteer coordination, set up, and clean-up. Work closely with the Fundraising Committee, volunteers, and staff. Manage mailings to donors. Create and mail thank you letters to all donors.
- **Advocacy:** Support City Committees. Assist with Housing Element work, including attendance at city meetings, task force meetings, and town hall meetings as needed.
- **Outreach:** Update and maintain website and other marketing resources. Keep digital communications. Create social media content that can be used on TikTok, Instagram, Facebook and LinkedIn.
- **Programs:** Assist with projects at the direction of the executive director, which may include, immersion, scholarship, bus tour, farm worker housing study or another program.

Location

House Farm Workers! maintains an office in Santa Paula.

Required

- A passion for the mission of *House Farm Workers!*
- Associates degree or 1-3 years of administrative experience
- Excellent written and verbal communication skills
- Skilled in Microsoft Office
- Skilled in social media platforms
- Willingness to travel throughout Ventura County
- Willingness to work evenings and weekends on occasion

- Work hours for events will vary
- Current California driver's license, working automobile, and valid auto insurance
- High level of organizational and time management skills
- Detail-oriented, accurate, and able to work independently with minimal supervision

Preferred

- Experience in nonprofits
- Fluency in English and Spanish
- Ability to translate written materials from English to Spanish
- Knowledge and experience with affordable housing, farm workers, and agriculture in Ventura County

Hours, Pay Rate and Benefits

- Full-time position, 30-40 hours a week
- Hourly Rate \$19- \$22 depending on experience
- Paid holidays, sick and vacation, jury duty, bereavement
- Mileage reimbursed according to IRS guidelines
- This is an at-will position

How to Apply

Send to info@housefarmworkers.org:

- Cover letter describing your relevant education and experience
- Resume
- Contact information

Job will remain open until filled.

We are an equal opportunity employer. We seek applicants for all positions without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, veteran status, or disability. We embrace equality of opportunity and treatment for all employees in all employment matters