

Lake County Farm Bureau Administrative Assistant Job Posting

Lake County Farm Bureau (LCFB) is a non-profit organization that represents nearly 500 farmers, ranchers, and ag-based companies that reside in Lake County, California. The Lake County Farm Bureau strives to protect and promote agriculture while advocating on issues related to farming, ranching, and the rural lifestyle. LCFB is part of the California Farm Bureau Federation, which is California's largest agricultural advocacy organization, representing 29,000 members state-wide.

In addition to working with farmers and ranchers, we also work closely with elected officials, news media, government agencies, consumers, and other organizations to generate effective solutions for the problems facing the agriculture industry.

We are currently hiring a part-time administration assistant for a fast-paced office. As an administrative assistant, you will assume the receptionist's duties and perform the Executive Director's clerical needs. You will be the point of reference for questions, requests, or issues and will be an integral part of our team. Must be able to work 20-25 hours a week. This is for immediate hire.

The pay structure for this position is hourly, rate DOE.

All applications must be submitted to lcfarmbureau@sbcglobal.net

Please include a cover letter and resume as part of your application. Additionally, please provide responses of 500 words or less to the following questions:

- How would you best describe the skills and experience you bring to the workplace?
- Do you feel that your interests and strengths are well aligned with the mission and goals of Lake County Farm Bureau?

**For Questions, contact Rebecca at (707) 263 0911 or
lcfarmbureau@sbcglobal.net**

ADMINISTRATIVE ASSISTANT

Position Description

Responsibilities:

- Organize and set appointments and meetings
- Perform all clerical duties, including drafting emails, producing memos, and performing basic accounting and bookkeeping duties
- Answer phone calls, assist walk-ins, log all membership help requests, and provide service where appropriate
- Help members with all aspects of their membership
- Collect membership payments
- Assist in the production of weekly E-newsletters and quarterly newsletters
- Aid in event planning and execution
- Any and all other duties assigned by the Executive Director

Required Skills:

- Must be detail-oriented
- Possess strong customer service skills
- Excel in time management and have the ability to prioritize appropriately
- Be a self-starter and possess the ability to identify the needs of the organization and execute projects independently
- Ability to manage several projects simultaneously
- Proficiency in MS Office and Google Drive
- Integrity and Professionalism
- Excellent written, verbal, and telecommunication skills
- Experience with constant contact, salesforce, and QuickBooks are not required but considered a bonus.