

Free Range Food Co-op

Community Investment Campaign Team
Job Descriptions

Administration (3-4 people)

Objective:

The purpose of the administration team is to assist in the administrative tasks prior to and during the Community Investment Campaign (CIC). Training will be provided. One person will serve as the team leader. 5 hours per week starting 1 month before the CIC commences and during the campaign.

Responsibilities:

- Organize supplies
- Research bulk mailing requirements
- Process bulk mailings from printing to mailing
- Process incoming checks as instructed
- Send Thank You notes
- Data entry as needed into the Co-App data management system after instruction.

Skills and Qualifications

- Must be self-motivated
- Have good problem solving skills
- Attention to detail
- Well organized
- Works well with deadlines
- Ability to learn quickly
- Intend to be a team player
- Be willing to sign the FRFC non-disclosure agreement
- Ability to access and utilize online resources
- Must be able to use their own computers, phone and internet access to complete assignments