

Operation Welcome Home – Administrative Assistant and VAT Coordinator

The Operation Welcome Home (OWH) Administrative Assistant and Veterans Agriculture Training (VAT) Program Coordinator will be responsible for basic office functions, correspondence, participating in fundraiser planning and preparation, participation in some outreach functions, and focus mainly on ensuring the VAT Program continues to move forward. This position requires someone who is outgoing, personable, has attention to detail, and can act independently in the absence of immediate guidance.

Expected days of work per week are Monday, Wednesday, Friday, at 20 hours, \$15 per hr., \$300 per week

We will flex time off if weekend work is required

Administrative Duties (~25% of the time):

- Works at the direction of OWH CEO
- Create and manage applicable fliers and Social Media Posts
- Facebook, Instagram, & Twitter familiarity
- Responsible for correspondence with volunteers and sponsors for fundraising events
- Responsible for creating a monthly (short) newsletter with input from the Executive Director (ED) & Program Manager (PM)
- Expected to participate in booth setups and tending for job fairs, shows, events, etc. (team effort for these events and time will be split accordingly)
- Help plan and set up fundraising events
- Attend meetings to take notes and share information in the event the CEO or PM cannot attend
- Be prepared to work some weekend shifts

Veterans to Agriculture Training (VAT) Program Duties (~75% of the time):

- Create working relationships with all key players for the Veteran Agriculture Training Program (CEO will make initial introductions as appropriate)
- Schedule and “attend” classes as pertinent at the OWH high tunnel or classroom sessions via Zoom
- Coordinate sessions with WVU Extension for Agriculture
- Keep a tracker of \$ spent for the agriculture program and determine what else is needed to keep the program moving forward
- Ensure records of WVU staff time spent are kept
- Manage outreach programs or events for the VAT Program
- Bi-weekly written updates for CEO re: the VAT Program status
- Make recommendations on programmatic aspects of the VAT initiative

Status: part-time

Reports to ED

Competitive salary

EEO/AA/M/F/Vet/Disability Employer

To apply: email resume to info@welcomehomewv.com