



Wild Farm Alliance Job Opportunity

Program Assistant

Wild Farm Alliance (WFA) is a national nonprofit conservation organization promoting a healthy, viable agriculture that helps protect and restore wild Nature. We envision ecologically managed farms and ranches that gracefully meld into landscapes supporting the full range of native species and ecological processes.

Job Description: The Program Assistant will help improve WFA's strategic effectiveness. She/he provides communications, administrative, policy, research, outreach and on-farm support. This person is responsible for general communications of educational and policy projects, helps with program administration, conducts research, assists with implementing on-farm conservation projects, and helps with special projects as requested.

Key responsibilities include:

- Responding to information requests and routine correspondence
- Maintaining program records and facilitating responses to regular deadlines
- Assisting with outreach through web-based and social media engagement efforts
- Contributing to the research and preparation, proofreading, publishing, and release of program reports
- Helping to write proposals, finalize grants, and submit reports
- Assisting with designing, implementing, and overseeing contract work for regional on-farm conservation projects

Qualifications: The ideal candidate will possess demonstrated expertise in helping to run projects as well as a basic knowledge of conservation and sustainable agriculture. Eligible applicants must possess the following skills and experience:

- Careful attention to detail with excellent administrative and organizational skills
- An understanding and passion for environmental conservation and sustainable agriculture
- Minimum two years experience in communications, on-farm activities or administration, preferably in a conservation or sustainable agriculture non-profit organization
- Familiarity with office operations and experience handling a number of projects at once
- Experience managing contracts, conducting research, and maintaining databases strongly preferred
- Strong writing and verbal communications skills
- Competence with research tools
- Knowledge of native plants preferred
- Self-directed, entrepreneurial and collaborative work style
- Excellent interpersonal skills and ability to work with a diverse group of people
- Able to perform under pressure and meet deadlines
- Proficiency using Mac-based computers including basic word processing, spreadsheets, and database use/maintenance
- Bachelor's degree or higher with significant class or degree work in relevant field. Master's degree preferred.
- Commitment to Wild Farm Alliance's mission
- A sense of humor

Compensation, Hours and Location: This is a full time position based in WFA's Watsonville, CA office. Salary commensurate with experience. Excellent health coverage available. Information about the organization is available at www.wildfarmalliance.org

To Apply: Interested applicants should submit a cover letter, resume, salary requirements, how you learned about the position, and the names and contact information for three references via email to Director: Jo Ann Baumgartner at <job@wildfarmalliance.org>. Email materials in Word documents only. No phone calls please. The position will be open until filled.

WFA promotes a diverse workplace and is an equal opportunity employer. It is the policy of WFA to employ the person best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability (handicap) or marital status.