



**TITLE:** Administrator  
**REPORTS TO:** President

**HOURLY RANGE:** \$12-\$15/Hour  
**EMPLOYER PAID BENEFITS:** N/A

**POSITION SUMMARY:**

The Administrator supports the President with scheduling, communication & computer related tasks.

**RESPONSIBILITIES AND DUTIES:**

- Meet regularly with President to discuss weekly plans and tasks.
- Data entry for waiting list and sales opportunities
- Scheduling interviews and tours of property
- Sending contracts and documents to new students and employees
- Minor updates to websites
- Editing documents for spelling and grammatical errors
- Updating our Educational Workbook
- Starting an online store
- Scanning documents
- Email management
- Monthly Newsletter
- Other administrative tasks

**QUALIFICATIONS:**

- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (orally and written).
- Strong English spelling and grammatical skills for reviewing documents.
- Strong Microsoft office and google doc skills.
- Must have their own computer and access to the internet.
- Have a passion for education & agriculture.
- Have a passion for healthy eating and physical activity.
- Confidently follow all business policies and VA state standards.

**OTHER:**

- At least 18 years old.
- High School Diploma or GED.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE