

## Job Announcement

**Application Deadline:** September 3, 2008

**Hire Date:** November 3, 2008

**Salary:** \$32,000 with generous health and other benefits

**Position:** Full-time Program Assistant

Seeking energetic, focused, and flexible program assistant for a highly productive, busy and frequently traveling program director with the Rural Advancement Foundation International.

**Organization:** RAFI is a non-profit organization dedicated to sustaining family farms, rural communities and food security. RAFI cultivates markets, policies and communities that support thriving, socially just and environmentally sound family farms. The RAFI office is located in Pittsboro, North Carolina, a vibrant rural community near the Research Triangle — Raleigh, Durham and Chapel Hill. The position is based in the RAFI Pittsboro NC office.

**Responsibilities:** Support and enhance the work of the Just Foods Program Director. The Just Foods director is a national and international leader and organizer of work in the areas of food labeling including organic, green and social justice labeling. He also works in the areas of seed and breed conservation, accountability for GMO technologies and organic and sustainable agriculture policy.

Responsibilities are split between program and administrative duties, including:

- Managing day-to-day project and support activities
- Meeting coordination, logistics and follow-up
- Developing and managing communication tools including website, brochures, and program publications
- Writing and editing
- Supporting fundraising efforts by collaborating with Development Director, providing timely program information and updates, and written narratives and work plans for grant proposals and reports
- Preparation of financial and program quarterly documents, budgets, board reports, annual report articles, and other internal communications
- Serving as a liaison between administration and program director, and between administration and project partners and program consultants
- Keeping director's calendar
- Computer and other technology support

The program assistant will work under the direction of the program director and in collaboration with other RAFI staff and consultants. The program assistant may have the opportunity to increase responsibility and initiative within the program as time goes on.

**Qualifications:** Applicants should be personally organized and have strong writing, computer, communication, administrative, budgeting, document production, and research skills.

Good Spanish language skills required. Other language skills a plus. Good administrative skills and experience required. Experience in sustainable and organic agriculture and/or sustainable agriculture policy a plus. The position requires periodic overnight out-of-town travel. The successful applicant will be able to work flexible hours as required by the work. The nature of the work and the director's heavy travel schedule require dedication, patience and flexibility. The successful applicant will be able to work both independently and cooperatively.

**EOE:** RAFI is an equal opportunity employer and encourages applications from women and people of color.

**Applications:** E-mail or mail (1) a cover letter explaining qualifications for and interest in position; (2) résumé; and (3) list of three references to: Regina Bridgman, RAFI-USA, PO Box 640, Pittsboro NC 27312, [regina@rafiusa.org](mailto:regina@rafiusa.org)  
To learn more about RAFI see our website at [www.rafiusa.org](http://www.rafiusa.org)