



**EMPLOYMENT OPPORTUNITY:
COMMUNITY GROUNDWORKS
POSITION POSTING**

Community GroundWorks, a non-profit organization that connects people to nature and local food, is looking for a 75% (30 hours/week) Administrative Assistant.

Organized in Madison, Wisconsin, in 2001 as The Friends of Troy Gardens, Community GroundWorks connects individuals to urban agricultural and natural lands within a diverse learning community. We grow wholesome and organic food for local tables, steward urban natural areas, inspire healthful eating, and offer hands-on learning opportunities. By teaching what we practice, we pass on the skills to build enduring communities.

The Administrative Assistant provides general office support, day-to-day operational support, and general coordination for the Executive Director, Program Directors, and staff. Responsibilities include data entry, answering phones, basic bookkeeping, coordinating volunteers, supporting communication, fundraising and event tasks, and setting up and maintaining an organized and efficient office.

This is a part time, hourly position at \$12.85/hour, eligible for prorated benefits; health, dental, retirement, and a generous leave policy.

Please send an electronic version of your resume and cover letter **by July 7th** to Karen@communitygroundworks.org.

Community GroundWorks, Inc.
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