



CORNUCOPIA  
INSTITUTE

## **Administrative Assistant/Entry Level Farm Policy Analyst Organic Farming Champion**

If you have excellent communication skills, a strong professional background in office administration and technology and also a heartfelt passion for protecting the environment, the good food movement, humane livestock husbandry and social/economic justice for family farmers, we would like to talk to you.

The Cornucopia Institute, a farm policy interest group focusing on research and education, has become one of the most preeminent and aggressive organic food and farming watchdogs. We seek to protect the integrity of the organic food label from governmental regulatory indifference and from agribusinesses cutting corners so as to profiteer from unethical organic food and agricultural practices.

An ideal candidate would have experience working in a corporate or nonprofit environment with a skill set that would include:

- ⇒ Strong working knowledge of Microsoft Office applications
- ⇒ Excellent keyboarding skills
- ⇒ Competent business writing skills
- ⇒ Superior quality handwriting and/or printing
- ⇒ Professional and pleasant telephone persona
- ⇒ Able to work independently

Additional highly desirable knowledge and experience could include:

- ⇒ Office technology support
- ⇒ Database management
- ⇒ Farming background and/or understanding of farm and food issues
- ⇒ Dictation/transcription
- ⇒ A working knowledge of farming and food production issues would be highly desirable.

### **Compensation:**

Commensurate with experience with competitive benefit package. Please include salary history and expectations.

### **Worksite:**

The Cornucopia Institute is formally based in Cornucopia, Wisconsin but is "virtually officed" with six full and part-time staff members. Several core-staff and contractors are located in or

near Vernon County. We are looking for someone living in Vernon County, or willing to relocate, to work with and support other staff in the area.

**How to contact The Cornucopia Institute:**

If you have an interest in exploring the opportunity to merge your administrative and/or farming and food background with the chance to fight for something you believe in, please forward a letter of inquiry, resume, and salary history to: [cultivate@cornucopia.org](mailto:cultivate@cornucopia.org)

*Cornucopia is an equal opportunity employer and complies with all applicable state and federal law.*

*The Cornucopia Institute is engaged in educational activities supporting the ecological principles and economic wisdom underlying sustainable and organic agriculture. Through research and investigations on agricultural and food issues, The Cornucopia Institute provides needed information to family farmers, consumers, stakeholders involved in the good food movement, and the media.*