



JOB DESCRIPTION 2023
EXECUTIVE / PROGRAM ASSISTANT
75% time position

[Wormfarm Institute](#) seeks an executive / program assistant to support administrative tasks in our downtown Reedsburg office. This highly organized individual works with Wormfarm leadership to ensure smooth operations, refine organizational systems, and support public programs. This is a key year-round position on a small but ambitious team that expands from May-October with seasonal project support.

Responsibilities include:

Administrative Assistance

- Maintain organizational systems in Google Drive (active) and Dropbox (archive)
- Attend team and strategic meetings, taking efficient notes that highlight action items and deliverables
- Keep inventory of office supplies and manage orders
- Keep email and mailing lists updated
- Enter bills and sales receipts in QuickBooks Online (QBO)
- Reconcile monthly credit card and PayPal statements
- Track contributions in Little Green Light (LGL) donor management software and create timely acknowledgements and thank you letters
- Keep excellent records of expenses and income by project class
- Assist Wormfarm leadership as needed

Program Support

- Support development of timelines, surveys, and other event-related documents
- Enter data from event surveys, track metrics and organize reports
- Assist program team with logistics
- Create and send collaborator agreements and organize payment information
- Organize team and collaborator travel & lodging and track receipts for reimbursement
- Collect and organize marketing materials such as bios, artist statements, images and other content
- Make website updates and layout e-newsletters within designed templates
- Organize design feedback for key documents and ephemera

This is a 75% full-time equivalent position beginning spring 2023. Salary is \$35,000-45,000 depending on experience. Benefits include flexible (but predictable) schedule, a mix of in-person and remote work, health insurance stipend and, after six months, paid time off and up to 3% SIMPLE IRA match. Experience with Google Drive, Dropbox, Zoom and QuickBooks Online (QBO) is required. Experience with Little Green Light (LGL) or other donor management

programs and/or website administration is preferred. Graphic design and/or marketing experience is a plus, as is education and/or background in nonprofit arts or business administration.

To apply, send a resume and cover email to Donna Neuwirth, Executive Director: donna@wormfarminstitute.org.

About Wormfarm Institute

Wormfarm is a non-profit organization dedicated to building a sustainable future for agriculture and the arts by fostering vital links between people and the land. Based in Wisconsin, the organization has been working for more than 20 years to create new economic opportunities in the region and support a flourishing cultural ecology by bringing rural and urban communities together around farming, land conservation, and the arts. Wormfarm's initiatives include an [artist residency program](#), the management of Roadside Culture Stands across the state, and more. As part of the annual [Fermentation Fest](#), the organization launched the biennial Farm/Art DTour in 2011 as a way to make the connections between the land and art more legible and to stimulate the local economy. Farm/Art DTour is a free, self-guided drive through Wisconsin's working farmland that features large-scale public artworks, local food markets, roadside poetry, and educational Field Notes. Since 2011, the event's attendance has grown from 3,000 to over 22,000 people, helping to unlock opportunities for investment in local cultural assets and resources that were previously undervalued.