



New Hampshire Farm Bureau Federation

295 Sheep Davis Road • Concord, NH 03301-5747

The Voice of Agriculture for Over 100 Years

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nhfarmbureau.org

Office Assistant/Receptionist – Part-time flexible hours. The New Hampshire Farm Bureau Federation is seeking a dynamic Office Assistant/Receptionist. This position is year-round for 20 hours per week. The ideal candidate has some knowledge of agriculture and the following skills: excellent written and oral communication skills, team player, highly organized, and able to multi-task.

Strong computer skills desired: Microsoft Office (Excel, Word, etc.) and the ability to learn our online membership database. Familiarity with the following is a plus: Constant Contact, Facebook, and Adobe design programs. But will train the right person.

This position is responsible for assisting the Policy Director and Financial Manager. As well as the following: maintenance of the membership database, coordinating meetings, greeting guests, screening phone calls, posting on Facebook, and general office coordination.

We have a small office located in Concord, NH.

For further details regarding this vacancy, please contact Leandra at 224-1934 with any questions.

Please email your cover letter and resume to:

Leandra Pritchard, NHFBF Financial Manager

leandrap@nhfarmbureau.org

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