

Soil Health Academy Job Posting

JOB TITLE: SHA Assistant Coordinator

Hours: 10-20 hours per week

Qualifications

Must be able to communicate well with others, efficient, self motivated, trustworthy

Technology

Adobe, Microsoft, Excel, Google, Gmail, RegFox

Duties

SHA Scholarships

- Work with SHA on scholarships and contact scholarship recipients

SHA Website, Social Media

- Work with SHA's Social Media Manager, to promote the schools and to keep website updated

SHA Schools

- School logistics (meals, hotel, school location, etc)
- Communicate with SHA students, SHA Hosts, and instructors
- Flyers
- Packets and nametags for schools

SHA Scholarships

- Work with SHA on scholarships and contact scholarship recipients

There may be other miscellaneous duties assigned.

Equal opportunity employer

Submit resume & cover letter by December 15th to:

Soil Health Academy

1908 Spring Drive NW

Fort Payne, AL 35968

info@soilhealthacademy.org

256-996-3142

Fax 256-251-6250