

# Iowa Farmers Union Administrative Assistant Job Description

Office Location: 1400 Fawcett Parkway D1, Nevada, IA 50201

## **Open position:**

Iowa Farmers Union (IFU) is hiring an Administrative Assistant to join our staff team. This is a non-exempt, hourly wage position regularly scheduled at 40 hours/week. The Administrative Assistant works at the IFU office in Nevada, Iowa at least three days a week. Flexible telework available.

The job tasks and responsibilities are summarized below.

## **About the Iowa Farmers Union:**

The Iowa Farmers Union is an agricultural organization as described in Internal Revenue Code Section 501(c)(5). We are a general farm organization dedicated to advancing the interests of family farmers, ranchers, agricultural workers, and rural communities through education, cooperation, lobbying, and political activity.

Since 1915, IFU members have worked together to strengthen the independent family farm to provide Iowans with sustainable production, safe food, a clean environment and healthy communities. IFU is a grassroots member organization of family farmers and ranchers, advocates, and consumers committed to promoting family agriculture in Iowa. The key to our success is our grassroots structure, with policy positions and priorities initiated and approved by our members.

## **Overview of the Administrative Assistant Position:**

The Administrative Assistant reports to the Executive Director and works with the entire staff to carry out essential tasks that support our working environment. This working environment includes delivering on our mission and the mission of the Iowa Farmers Union Education Foundation, a separate Internal Revenue Code Section 501(c)(3) non-profit that delivers non-partisan, public education to support Iowa family farmers and ranchers.

The Administrative Assistant uses Google Workspace and Microsoft Office software to execute daily core tasks. In addition, they provide administrative support for an array of applications and platforms through which the staff delivers services, programs, and education to our members and the general public in support of our mission.

This position requires the ability to prioritize, track, and follow through on many vital office components.

### **Primary Responsibilities of the Administrative Assistant Position**

Perform ongoing tasks/activities related to:

- **Communication:** Professionally answering calls and inquiries, directing calls, taking messages, responding to emails, interacting with members, and welcoming visitors.
- **Supply and Equipment Management:** Monitoring inventory, ordering office supplies, managing equipment maintenance (copiers, printers, laptops), and working directly with IT support/vendors. Disposing of outdated equipment and shredding office documents as needed and other tasks that ensure the efficient operation of the office, as identified by management staff.
- **Physical Office Maintenance & Improvements:** work with management staff on maintaining an organized and orderly office space to ensure efficient operations.
- **Data Management:** Entering data, maintaining databases, updating spreadsheets in Microsoft Office and other software, and managing the organization wide filing system in Google Workspace.
- **Administrative Support:** Assisting colleagues with tasks; handling mailings, post office pickups and drop offs; arranging organizational travel, meals & accommodation needs; scheduling meetings; and drafting documents such as invoices or receipts as needed.
- **Income/Expense Management:** Making regular bank deposits; handling petty cash, checks, and electronic payments; following approved procedures; invoicing clients and processing vendor payments; securely storing property; arranging travel and meals; and handling other financial or asset-related tasks within budgetary expectations and in an accurate and compliant manner.
- **Bookkeeping tasks:** Maintaining organized financial records in Quickbooks Online and Microsoft Excel including data entry of bank deposits and credit card transactions (prior Quickbooks Online experience is not required); and assisting with the financial operations as needed.
- Generally ensuring that office operational needs are taken care of, whether temporarily or on a long-term basis.
- Other duties as assigned or volunteered to support department or team projects.

### **Characteristics/Qualities for the Job:**

- Excellent computer skills; knowledgeable with Google Suite and Microsoft Office, specifically Excel and Word
- Excellent math skills, critical thinking skills, and problem- solving skills
- Detail oriented and deadline oriented- with excellent planning skills and follow through
- Punctual and prepared for meetings and other commitments
- Eager to support and help other IFU staff members
- Ability to think ahead and be proactive about addressing potential problems
- Ability to prioritize job responsibilities and juggle multiple tasks simultaneously
- Works well under pressure
- Ability to communicate clearly and directly both internally and externally

- Ability to talk to many people and equally comfortable on the phone, Zoom, and in person
- Ability to be trained in other data management platforms, including membership database and Quickbooks Online, among others
- Driven by goals and follow through on tasks and other commitments
- Knows when to ask questions and get input or help
- Receptive to feedback and a team player
- Honest and brings mistakes to supervisor's attention as soon as possible
- Able to handle deliveries, which may include lifting/pushing boxes up to 30 lbs, loading vehicles, or other minor physical tasks
- Able to attend annual and occasional ad hoc IFU and IFU EF events around the state as needed. Examples are the annual IFU State Convention, IFU's participation in the Iowa State Fair, or a candidate forum
- Creative and willing to try new things
- Organized and adept at navigating systems and creating sustainable organizational processes for the team

**Wage & Benefits:**

- Wage is \$21/hour
- \$200 per month health care stipend
- 4 weeks of paid time off, totaling 160 hours annually
- 7 paid organizational holidays and a floating holiday of employee's choice
- Hybrid work environment
- Stimulating work environment

**How to apply:**

Email resume, cover letter, and three references, including at least one previous supervisor, by Monday, April 27, 2026 to:

Matt Russell, Executive Director, Iowa Farmers Union  
[mrussell@iowafarmersunion.org](mailto:mrussell@iowafarmersunion.org)

Please put "Administrative Assistant" in the subject line.

The position will remain open until filled.

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