

**Development & Event Volunteer**  
Zenger Farm, Portland, Oregon  
Position closes: Open until filled  
Position type: Part-time, unpaid volunteer



**ZENER FARM** is a working urban farm that models, promotes, and educates about sustainable food systems, environmental stewardship, community development, and access to good food for all.

The **Development & Event Volunteer** will help Zenger Farm's Development program achieve its ambitious budget goals for 2014. In particular, this position will provide administrative and back-end support to the Development team.

#### **TIME COMMITMENT**

- March – October, 2014
- Flexible schedule (must be available during the day and the workweek)
- Hours vary, average 5-10 per week

#### **RESPONSIBILITIES**

- Printing and sending donor thank you letters
- Researching and data tracking for annual Farm to Table dinner & auction
- Administrative and office support
- Event support (prep, staffing, and clean-up)
- Other duties as assigned

#### **QUALIFICATIONS**

- Must pass a criminal background check
- Must be 18 years or older at start of internship
- Must be self-motivated and detail-oriented
- Interest in non-profit fundraising and sustainable farming a plus

#### **BENEFITS**

- Opportunity to glean fundraising and administrative skills in a non-profit setting

#### **HOW TO APPLY**

Fill out our volunteer application online at <https://zengerfarm.secure.force.com/volunteers>. Then send your qualifications and address why you are interested in the Development & Event volunteer position and the number of hours a week you are available, as well as contact information for two references to Andrew Hogan at [andrew@zengerfarm.org](mailto:andrew@zengerfarm.org).

*Zenger Farm provides equal employment opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity, in accordance with applicable federal laws.*

