



## **Administrative Coordinator**

Full Time | 40 hours per week

At Heartland Farm Sanctuary, our mission is to inspire compassion for animals, the earth, and each other. We fulfill this mission through three interconnected programs: farm animal rescue and care, humane education, and therapy.

### **How You Will Make a Difference:**

As the **Administrative Coordinator** at Heartland, you'll help keep our mission moving by ensuring smooth operations, clear communication, and well-supported systems. In addition to managing essential operational processes and functions, you'll serve as a trusted resource for the Executive Director and leadership team—coordinating and collaborating among the leadership team and with the rest of staff and the broader Heartland community. This role is ideal for someone who values process and organization, thrives in a mission-driven environment, and enjoys variety in their day.

The **Administrative Coordinator** will be responsible for:

### **Administrative Support**

- Support the Executive Director and leadership team with scheduling, materials, and meeting logistics.
- Oversee key operational projects, manage processes, and ensure timely completion of tasks and initiatives.
- Organize and manage documents ensuring files are systematically stored and easily retrievable.
- Translate executive vision into actionable plans, ensuring strategic alignment of projects and duties.
- Distill information, draft communications, and help streamline information flow between different areas of the organization.
- Maintain daily office operations and supply inventory.
- Respond to general information inquiries via email and phone, providing accurate and timely information or routing to appropriate staff.
- Collaborate with the facilities and grounds team to support basic building operations and logistics.
- Assist with coordination of administrative volunteers or interns as needed.

### **Human Resources Support**

- Liaise with Heartland's external HR partner for employee matters and compliance.
- Serve as a backup for payroll submission, processing, and benefits administration.
- Lead onboarding, orientation and offboarding and help enhance staff experiences.
- Support the development and implementation of organizational policies and procedures.

## Communications, Outreach, and Development Support

- Contribute to internal and external communications, including newsletters, email outreach, donor communications, and web updates.
- Manage Heartland's online store, coordinate merchandise orders, and track inventory.
- Assist with special projects that raise Heartland's visibility and deepen public engagement.
- Provide writing, editing, or organizational support for newsletters, fundraising initiatives, or community updates, as needed.

### Who We Are Looking For:

The **Administrative Coordinator** must have:

- Demonstrated administrative experience supporting operations and executive functions.
- Exceptional attention to detail and a commitment to accuracy across administrative, logistical, and communication tasks.
- Strong organizational skills with the ability to manage multiple projects, timelines, and priorities effectively.
- Strong written and verbal communication skills, with the ability to respond to inquiries professionally and in support of mission-aligned messaging.
- The ability to work both independently and collaboratively, demonstrating initiative, flexibility, and a team-oriented mindset.
- Comfort learning and navigating new platforms.
- Alignment with the mission and values of Heartland Farm Sanctuary.
- Reliable transportation to Heartland Farm Sanctuary in Stoughton, Wisconsin.

We strongly encourage people of every race, color, religion, gender, sexual orientation, gender identity, age, and ability to apply.

### Additional Details:

**Employment Type:** Full-time, Hourly, Non-Exempt

**Reports to:** Director of Finance & Administration

**Location:** Heartland Farm Sanctuary, Stoughton, WI

**Hours:** 40 hours per week; some weekend availability required.

**Compensation:** \$20.00 per hour, based on experience.

**Benefits:** Healthcare benefits, paid time off, + the chance to be part of a place that values compassion and belonging. Enjoy unlimited goat and sheep snuggles, find peace walking through our beautiful grounds, and experience the genuine joy of watching children connect with nature and animals. Join a team that shares in laughter, supports each other's growth, and works together in a compassionate environment that values healing and wellness for both people and animals.