

# AVS Executive Assistant (part-time)

## Job Description

The Executive Assistant is an integral part of the AVS team with significant responsibilities. The Executive Assistant exhibits great enthusiasm and practical knowledge to perform day-to-day essential varied office work in a friendly environment. This position efficiently and accurately assists the president of the longest-running vegan organization in the U.S.

The Executive Assistant should be local to the AVS headquarters in Malaga NJ (Greater Philadelphia) or interested in residing at AVS HQ (receiving food and housing). The initial contract is for 3 months with needs and hours reevaluated for renewal; this is planned as a long-term position. Hours 20-30/week. Salary of \$500-1000/month, depending on experience and whether food and housing is utilized. Hours have flexibility and will include occasional weekend events. Job encourages healthy lifestyle including physical activity, staff vegan lunches, and laughter in a unique work environment. This position is one of two part-time Executive Assistants; one position is currently filled.

An Executive Assistant assists the President in any or all of the following:

### **Accounting and Data:**

- Assists in timely completion of all required annual forms for the organization
- Maintains membership data records
- Reviews, purchases, and ships books and other merchandise
- Assists the Treasurer with accounts payable and accounts receivable
- Performs data collection and analysis

### **Communications:**

- Performs magazine editing
- Responds to Email correspondence
- Contributes to the E-newsletter

### **Organizing:**

- Assists in scheduling and planning events
- Maintains administrative calendar
- Assists with mailings

### **Organizational improvement:**

- Creates plan to increase membership
- Assists with fund raising
- Participates in organization's growth and project development

### **Other:**

- Assists with gardening, cleaning, cooking, and other tasks
- Performs in other areas as needed.

**Requirements:**

Must be an efficient, good communicator (written, oral, office, and social) with strong math skills who works well in a unique setting.

Possesses bachelor's degree in an applicable field such as business, nonprofit administration, English, accounting, communications, or have equivalent experience.

Must be able to organize and manage multiple projects and meet deadlines with accuracy and efficiency.

Have a strong working knowledge of veganism and ahimsa with commitment to the objectives of the organization.

Maintain a valid driver's license with good driving record and have the ability to lift and carry 40 pounds.

This is an instrumental position for a well-organized person who is enthusiastic about the history, present, and future of AVS.

Executive Assistant should have experience with (or strong desire to learn) programs currently used at AVS: Microsoft Publisher, Word, PowerPoint, and Excel; Adobe Photoshop; Quick Books; Alpha; and Robly.

**Apply:**

Please send cover letter, one-page resume, and three references to [anne@americanvegan.org](mailto:anne@americanvegan.org).

Interviews are currently taking place.