

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 initial contract is for \$1000/month, 20hr/week, 3-months. In 3 months, contract may be renewed, with needs and hours reevaluated. This position is planned as a long-term position and is onsite at the AVS HQ in Malaga NJ (in Greater Philadelphia). Hours are flexible and will include occasional weekend events. 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 resume, cover letter, and 3 references to anne@americanvegan.org by November 10, 2017. Interviews will take place during November and December; anticipated start is January 2018.