

# **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). This is a long-term position with a 3-month initial contract. Salary/stipend or hourly wage will be depending on experience and whether food and housing is utilized. Hours may vary (10-30/week), 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:**

Responds to email correspondence  
May contribute to the E-newsletter and/or magazine editing

**Organizing:**

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

**Organizational improvement:**

Assists in increasing 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 Office (Publisher, Word, PowerPoint, and Excel); Adobe Photoshop; Zoho; 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.