

Office Assistant

(part-time)

Job Description

The Office Assistant is an integral part of the American Vegan Society (AVS) team who exhibits great enthusiasm for the lifestyle and practical knowledge to perform day-to-day essential varied office work. This position is with the longest-running vegan organization in the U.S.

The Office 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 friendly work environment. This is not a remote position.

Office Assistant performs the following:

- Maintains membership data records and assists in increasing membership
- Ships books and other merchandise
- Assists with events
- Assists with bookkeeping duties
- May organize rare books and other archival collections
- Helps 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.
- 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 be able to lift/carry 40 pounds.

The Office Assistant should be well-organized with good time management skills and have experience with (or strong desire to learn) programs currently used at AVS: Microsoft Office (Publisher, Word, PowerPoint, and Excel); Adobe Photoshop; Zoho; QuickBooks.

An ideal candidate has an associate's or bachelor's degree in an applicable field such as business, nonprofit administration, English, accounting, communications. However, applicants with equivalent experience and a high school diploma will also be welcome.

Apply:

Please send cover letter, one-page resume, and three references to anne@americanvegan.org.