

# Events and Marketing Assistant in Philly

(part-time)

Do you care about animals, health, and the environment, and have a passion for events? Want to align your work with your values? Join the team of the longest-running national vegan organization in the U.S.!

The American Vegan Society (AVS) **Events and Marketing Assistant** (aka events assistant) is a kind, loyal, passionate organizer with a positive outlook. This dedicated entry-level professional is excited to coordinate, plan, and execute fun and educational events that bring people to the American Vegan Center (AVC) and help them learn about the vegan lifestyle.

This position requires being located in the Greater Philadelphia area with most of the work in-person at the AVC in Old City, Philadelphia. Occasionally, work will be performed remotely from home or at the headquarters in Malaga NJ. (Housing may be offered at the HQ, a 35-minute drive from AVC.)

## **Position Description:**

The Events Assistant reports directly to the Vice President and works closely with the AVC Director to create, market, and host events. Chefs, doctors, scholars, authors, and others utilize the event space for book signings, cooking classes, presentations, discussion groups, and more.

Research and court new presenters. Maintain up-to-date calendar and promotions of AVS/AVC events, including cancellations and postponements, and suitable distribution of said info.

Maintain and set up audio-visual equipment needed for events, both live and Zoom. Take photos/video of events as needed.

Assist presenters in flow of presentations, props, options for layout of audience, load-in/load-out, etc, and event clean up.

Welcome guests to AVC, check in registered guests for paid events. Introduce speaker and noted guests; conduct Q&A. Collect feedback on events.

Maintain tidiness and cleanliness throughout the AVC before/during/after every event: merchandise area, events area, bathrooms.

Promote events, books, merchandise, food, and other items via photography, social media, writing mass emails, contacting journalists, and other methods.

AVC staff duties such as a Greeter and maintaining food/merchandise displays

**Requirements:**

***Education and experience:***

Bachelor's degree in an applicable field preferred, plus some applicable experience in events. Those with more experience are welcome to apply without a degree.

Expertise in Microsoft Office programs: Word, Excel, PowerPoint. Willingness to learn other computer software needed for the position.

***Work Skills you will utilize at AVS:***

Eligible to work and travel in the U.S.

Ability to determine work priorities and juggle multiple tasks efficiently and accurately. Deadline- and detail-oriented. Excitement and commitment to long- and short-term goals.

Good artistry, sense of design, and problem-solving skills. Flexibility and willingness to take on tasks as needed. Love of teamwork with significant autonomy and responsibility to accomplish deadlines.

Undertake appropriate training and development as required.

Able to lift 40 pounds safely (boxes of books/merch).

***Personal values and skills:***

A commitment to the values of American Vegan Society. Knowledge and daily practice of veganism and dynamic harmlessness. Substantial experience in Philadelphia area.

Passion for inclusion, equity, and anti-racist beliefs. Strong interpersonal skills including conscientious, confident, compassionate. Excellent written and verbal communication skills; ability to connect to diverse people in a professional and friendly manner.

**Apply:** Send your one-page resume to [Anne@americanvegan.org](mailto:Anne@americanvegan.org). In the cover letter please include what excites you about this role at AVS, your social media handles, 3 professional references, and a description and/or photo of your favorite vegan food.

Interviews are being conducted now until position is filled. Salary and hours: **\$13/hr for 20-30 hours/week. Must be available evenings and weekends** for events. AVS offers vegan meals (free staff lunch and discounts on other items) and an understanding of the importance of work-life balance.