



Operations and Outreach Assistant Job Description (part-time)

Do you care about animals and the environment, love delicious vegan food, enjoy math, and want to align your work with your values? Join the team of the longest-running national vegan organization in the U.S.!

American Vegan Society (AVS) is growing and needs an Operations and Outreach Assistant who exhibits great enthusiasm for the lifestyle, and practical knowledge to perform day-to-day essential office work. AVS is a fun, innovative team running a historic and future-forward, synergistic organization. Enjoy flexible working hours, generous vacation time, and friendly respectful hard-working coworkers in a solution-focused, creative atmosphere.

The Operations and Outreach 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 not a remote position. Job encourages healthy lifestyle including physical activity, staff vegan lunches, and laughter in a unique work environment.

Duties:

- Maintains financial records of daily transactions utilizing QuickBooks: reconcile bank accounts, Clover, PayPal, cash reports, and more
- Performs monthly payroll and other bookkeeping duties
- Performs basic computer and information technology troubleshooting
- Assists with membership data and other CRM functions
- Generates enthusiasm for sustainable vegan living via in-person events and through online content
- Helps with events and other areas as needed

Requirements:

- Efficient, good communicator (written, oral, office, and social) with strong math skills
- Able to organize and manage multiple projects and meet deadlines with accuracy and efficiency
- Strong working knowledge of veganism and ahimsa with commitment to the objectives of the organization
- Valid driver's license with good driving record and be able to lift/carry 40 pounds
- Experience with (or strong desire to learn) programs currently used at AVS: Microsoft Office (Publisher, Word, PowerPoint, and Excel); Zoho; QuickBooks
- Associate or bachelor's degree in an applicable field such as business, nonprofit administration, accounting, communications; applicants with equivalent experience are welcome.

Hours:

Salary or hourly wage will depend on experience and whether food and housing are utilized. Flexible hours weekdays Monday thru Thursday may vary (10-30/week) and will include occasional weekend events.

Apply:

Please send cover letter, one-page resume, your social media handles (if any), and three references to anne@americanvegan.org. Interviews are being conducted now until the position is filled. While all U.S.

applicants will be considered, only successful candidates will be contacted for interviews. If not currently located in Greater Philadelphia, please clarify your ability to travel frequently to the job location.

The American Vegan Society is an Equal Opportunity Employer committed to workplace inclusion and diversity, and does not discriminate on the basis of race, gender, sexual orientation, national origin, disability, or age.