



ORGANIZATION: EarthDance

ORGANIZATIONAL MISSION: EarthDance sustainably grows food, farmers and community, one small farm at a time, through hands-on education and delicious experiences.

POSITION: Executive Assistant

TYPE: Full-time, 40 hrs/week, Salaried with benefits

LOCATION: 233 S Dade Ave, Ferguson, MO 63135

JOB DESCRIPTION SUMMARY

EarthDance is seeking a self-motivated and resourceful individual with excellent communication and organizational skills to serve as Executive Assistant.

The Executive Assistant will assist EarthDance in furthering its mission by working closely with the Executive Director and providing timely communication with stakeholders, scheduling and preparing for meetings and calls, receiving and distributing email and other communications, filing paperwork, basic bookkeeping, archiving important documents, and performing miscellaneous data entry.

REQUIREMENTS

- Excellent written and verbal communication skills
- Proficiency with Windows Office Suite and Google Suite
- Demonstrated time management and organization skills
- Experience working collaboratively in a team environment with successful outcomes
- Strong decision making skills; excellent use of discretion
- Professional, friendly, and enthusiastic personality
- Superior attention to detail
- Self-motivated

DESIRED QUALIFICATIONS

- Experience using Salesforce
- Experience using Quickbooks
- Non-profit experience
- Passion for the sustainable agriculture movement
- Interest in working in a lively, fast-paced office on a farm where laughter is common and hard work is the norm
- Proficiency in common communication technologies (i.e. Skype, Google hangout, GoTo Meetings, etc.) and/or comfort with troubleshooting and problem-solving technological challenges



EXPERIENCE

- 2+ years of administrative and/or clerical experience

PRIMARY RESPONSIBILITIES

1. Executive Assistant (65%)
 - a. Serve as the primary support personnel to the Founding Director
 - b. Manage Founding Director emails and communicate priorities, respond when appropriate
 - c. Arrange meetings and conferences, handling communication and travel arrangements, and processing related functions and documentations
 - d. Coordination and prioritization of the Founding Director's daily appointments and business obligations.
 - e. Call processing and follow up on communications emanating from Director
 - f. Assist in preparation for Board Meetings; serve as liaison to Board on occasion
 - g. Coordinate communication on projects with other staff members
 - h. Run errands as needed
 - i. Maintain flexibility in schedule for projects as they arise
2. Administrative / Office Management (30%)
 - a. General data entry
 - b. Basic bookkeeping in Quickbooks
 - c. Archive important organizational documents
 - d. Troubleshoot telecommunications
 - e. Maintain organization of Google Documents
3. Customer Relationship Management (5%)
 - a. Serve as office receptionist as needed (phone and in-person)
 - b. Ensure Salesforce database is kept up-to-date with new contacts, communications, and meetings
 - c. Create reports as needed

SALARY

Commensurate with experience

EMPLOYEE BENEFITS

1. Inclusion in the group health insurance program
2. Simple IRA match after 1 year of full-time employment
3. Share of the farm's harvest (May-October)
4. Membership to City Greens and United People Market



5. Annual holiday break from Dec 24 - Jan 1 (office is closed)

6. Two additional weeks of accrued paid time off / vacation time

TO APPLY:

Please send a cover letter, resume and contacts for 2 references to work@earthdancefarms.org with the subject line "Executive Assistant". If your cover letter and resume highlighting your qualifications, passion, and experience place you among our top applicants for the position, you can expect to hear back from us to set up an interview in 1-3 weeks.