



Position Description: Administrative Assistant, EarthDance

Organization: EarthDance

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

Position: Administrative Assistant

Location: EarthDance Organic Farm School, 233 S Dade Ave, Ferguson, MO 63135

Hours: 20 hours/week

Pay: \$10/hour

Job Description Summary

EarthDance is seeking a self-motivated and resourceful individual with excellent communication and organizational skills, and accounting experience, to serve as our Administrative Assistant.

The Administrative Assistant will assist EarthDance in furthering our mission by managing finances through QuickBooks online, facilitating office operations by receiving and distributing communications, maintaining supplies and equipment, filing paperwork, and performing miscellaneous data entry.

Requirements

- Excellent written and verbal communication skills
- Demonstrated time management and organization skills
- Proficiency with Windows Office Suite and Google Groups, Google Calendar, and QuickBooks
- Experience working collaboratively in a team environment with successful outcomes
- Professional, friendly, and enthusiastic personality
- Superior attention to detail
- Self-motivated

Desired Qualifications

- Passion for the sustainable agriculture movement
- Non-profit experience
- Interest in working in a lively, fast-paced office on a farm where laughter is common and hard work is the norm

Experience

- 2+ years of bookkeeping experience
- 2+ years of administrative and/or clerical experience

Desired (not required)

- Experience using Salesforce



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Responsibilities

PRIMARY RESPONSIBILITIES

1. Financial Recordkeeping (50%)
 - a. Input expenditures
 - b. Track budget vs. expenditures
 - c. Reconcile bank statements
 - d. Create invoices and receive payments
2. Assist with Office Management (50%)
 - a. Track and maintain supplies
 - b. Data entry and filing
 - c. Troubleshoot telecommunications equipment problems (fax, internet service, answering machine)
 - d. Answer phones, return calls, distribute phone messages
 - e. Set appointments
 - f. Oversee entries into contact management database

TIME REQUIREMENTS: This is a part-time position, approximately 20 hours/week.

OTHER REQUIREMENTS

- Cell phone communication
- Reliable transportation or the ability to navigate the public transportation system
- A valid driver's license is also required.

COMPENSATION: \$10/hour.

TO APPLY:

Send a resume, cover letter, and 2-3 references to: Molly Rockamann, Founding Director, at earthdancefarms@gmail.com No phone calls please.
Position open until filled.

Start date may be as early as July 1, 2014. Apply now!

***For more information on EarthDance Organic Farm School,
visit www.earthdancefarms.org***