



## **Position Description: Executive 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:** Executive Assistant

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

**Hours:** Approximately 40 hours/week

### **Job Description Summary**

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

The Executive Assistant will assist EarthDance in furthering our mission by providing timely communication with stakeholders, arranging meetings, facilitating office operations, receiving and distributing communications, maintaining supplies and equipment, filing paperwork, and performing miscellaneous data entry.

### **Requirements**

- Strong decision making skills; excellent use of discretion
- Excellent written and verbal communication skills
- Demonstrated time management and organization skills
- Proficiency with Windows Office Suite and Google Groups, and Google Calendar
- 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 administrative and/or clerical experience

### **Desired (not required)**

- Experience using Salesforce
- Experience using Quickbooks



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### **PRIMARY RESPONSIBILITIES**

1. Executive Assistant (50%)
  - a. Serve as the primary support personnel to the Director
  - b. Manage 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 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. Serve as point person with City of Ferguson (i.e. apply for permits)
  - h. Coordinate communication on projects with other staff members
  - i. Receive and interact with incoming visitors
  - j. Run errands as needed
  - k. Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization.
  - l. Maintain flexibility in schedule for projects as they arise
2. Administrative / Office Management (30%)
  - a. Answer phones, return calls, distribute messages
  - b. General data entry
  - c. Maintain files throughout the EarthDance office
  - d. Manage administrative calendar
  - e. Track and maintain office supplies
  - f. Troubleshoot telecommunications (fax, internet, answering machine)
  - g. Record, transcribe and distribute staff meetings minutes
  - h. Maintain organization of Google Documents
3. Consumer Relationship Management (15%)
  - a. Manage Salesforce database with help of Development Associate
  - b. Ensure database is kept up-to-date with new contacts
  - c. Create reports as needed
4. Marketing (5%)
  - a. Order print materials (business cards, brochures, class cards, discount cards)
  - b. Assist with e-marketing as needed.

**TIME REQUIREMENTS:** This is a full-time position, approximately 40 hours/week.

### **OTHER REQUIREMENTS**

- Cell phone communication; Use of personal laptop
- Reliable transportation; a valid driver's license is also required.



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**COMPENSATION:**

Starting salary \$22,000 Plus benefits. Including health insurance, Simple IRA retirement plan, paid time off.

**TO APPLY:**

Send a resume, cover letter, and 2-3 references to: Molly Rockamann, Founding Director, at [earthdancefarms@gmail.com](mailto:earthdancefarms@gmail.com) No phone calls please.

Position open until filled.

***For more information on EarthDance Organic Farm School,  
visit [www.earthdancefarms.org](http://www.earthdancefarms.org)***