



Executive Director Assistant

The Mahwah Environmental Volunteers Organization, Inc. (MEVO)

MEVO

Mission: To be the model for the creation of scalable ecological solutions that inspires and empowers people to take action for a better future.

Purpose:

To assist the Executive Director (ED) in managing the daily administrative, programmatic, and fieldwork* of the organization.

*Fieldwork is defined broadly as any work outside of MEVO administrative duties.

Summary:

The Executive Director Assistant (EDA) will act as the additional individual responsible for the administrative functions of MEVO. The EDA's role will be to alleviate the daily management demands of MEVO to allow the ED to focus on broader functions of the organization such as fundraising, program development, and hiring.

The Executive Director of MEVO has a dynamic role with eclectic responsibilities and the EDA's job will be similar. The job will be divided between administrative work such as marketing and data compilation and on-the-ground programmatic work such as helping out at the farm or an educational programming event.

Who is this job for?

Someone with a flexible schedule who is interested in not-for-profit management, has a hard work ethic, and is curious. It could also be the ideal position for an individual in transition from their college degree to a full-time position or someone looking to change careers. For the right person, there is room for growth and upward mobility in the organization from this position.

Responsibilities:

*Many of these responsibilities will be shared with the ED

Administrative:

- Aid in scheduling meetings, events, and interviews via MEVO's Google calendar system
- Develop content for and maintain a current presence on MEVO's social outreach platforms (Mailchimp, Facebook, Instagram, LinkedIn, and YouTube) for event promotion or information sharing
- Upload important files, documents, and photos on MEVO's Google Drive system
- Maintain all forms of data management for the organization, which includes, but is not limited to: volunteer hours, farmers' market income, Farm Feast tickets, workshop tickets, intern information, account login info, etc.
- Work with graphic designers to create promotional materials
- Occasionally attend meetings with community members and staff
- Apply for small community grants, based on the directions of the ED
- Create invoices for programs or services provided by MEVO
- Participate in annual individual donor fundraising efforts which include solicitation calls to current donors and emails
- Assist in helping lead the end-of-the-year thank you letter creation and mailings
- Make small updates to MEVO's Squarespace website

Programmatic

- Attend the occasional earth fair, internship recruitment fair, or volunteer outreach event, such as Mahwah Day
- Recruit for volunteer events, internship crews, and workshops
- Act as a strong help and support to the ED with the organization of the 7th Annual Farm Feast, MEVO's largest and only fundraising event of the year. With a particular focus on solicitations and the organization for the night's silent auction and raffle

Field/ Out of Office Work

- Aid in office errands, such as trips to the Post Office, Staples, or Home Depot
- When appropriate, assist with volunteer, education, and fundraising events such as the Farm Feast and plant sale
- Occasionally help with farm workdays such as: preparing the field for spring, up-potting, garlic harvest, or large planting days

Requirements:

- Bachelor's degree
- A form of reliable and personal transportation
- Laptop
- Phone with a working camera
- Exceptional organizational skills and attention to detail
- Familiarity with Facebook, Instagram, Youtube, and Google platforms
- The ability to communicate clearly and with ease over the phone, email, and in person
- Occasional weekend flexibility
- Impeccable time management and comfort working autonomously
- Prior leadership or managerial experience

Helpful Prior Experience

- Interest in the environment and environmental work
- Prior experience at a not-for-profit
- Experience working on a farm or in a food systems-related role
- Event planning experience
- Social Media/ Marketing Experience
- Past attendance or participation in one of MEVO's programs or functions

Time Requirement:

- 2 days a week
- The effective start date will be discussed upon hire. However, we are looking for a candidate to start soon after hire.

Duration

- A one-year commitment is needed for this position.

Pay:

- \$16/hr for 8hrs per workday

**For the right candidate, three days a week may be possible.*

To Apply:

Please send a resume and cover letter to Violet Reed at violet@mevo.org by 11:59 pm on May 1st, 2024. Applications will be reviewed on a rolling basis. Resumes should include three

references. At a minimum, one reference may be a character reference, the remaining must be professional references. When possible, we encourage all references to be professional.