

Biodynamic Farming and Gardening Association
Position Announcement
Program Assistant
August 12, 2013

Background

Biodynamics is a spiritual-ethical-ecological approach to agriculture, food production and nutrition, developed in the early 1920s based on the spiritual insights and practical suggestions of the Austrian writer, educator and social activist Dr. Rudolf Steiner (1861-1925). Today, the biodynamic movement encompasses thousands of successful gardens, farms, vineyards and agricultural operations of all kinds and sizes on all continents.

The Biodynamic Farming and Gardening Association (BDA) is an association of individuals and groups in North America who are committed to the transformation of the whole food system, from farm to table, and who draw inspiration from the insights of Rudolf Steiner. Founded in 1938, the Biodynamic Farming and Gardening Association is considered to be the oldest alternative agriculture organization in North America.

Position Summary

The Program Assistant is a new part-time position in our Milwaukee office which will provide administrative support for the Biodynamic Association's growing slate of programs, conferences and events, as well as fundraising. See below for a full job description.

Qualifications

We are seeking a bright, motivated candidate with an interest in a career in food and farming systems to step into this new role. Successful candidates will demonstrate:

- Excellent organizational skills
- Great communication and friendly demeanor
- Exceptional attention to detail
- Strong writing, editing and research ability
- Proficiency with computers (MS Word, Excel and internet; website management and databases a plus)
- Ability to manage multiple tasks and work independently
- Experience working in an office environment
- An associate's or bachelor's degree in a relevant field
- Knowledge of or desire to learn about biodynamic agriculture

Compensation and Benefits

We strive to create a dynamic, supportive and flexible work environment that can allow each employee to realize their creative potential in their work for the Association. This is a part-time, 20 hour per week position located at our new main office in Milwaukee, Wisconsin.

Telecommuting is not an option. There is potential for the position to increase to full time after April 2014, depending on available funding. Pay is commensurate with experience at a nonprofit rate, with opportunities for performance-based raises. Benefits at this time include paid vacation, holidays and sick leave and employer contributions toward a flexible health spending account.

Application Guidelines, Process and Timeline

The Biodynamic Farming and Gardening Association is an equal opportunity employer. People of color, people of all sexual orientations and gender identity, and people with disabilities are encouraged to apply.

To apply, send an email with the subject "Program Assistant - <Your Name>" to resumes@biodynamics.com. Please include all of the following in one PDF attachment with your full name as the file name:

- a cover letter describing why you are interested working with the Biodynamic Association and what strengths you would bring to this position
- your resume
- three references

This position is open until filled, and applications will be reviewed on a rolling basis, beginning immediately. For any questions about the position please email resumes@biodynamics.com.

Biodynamic Farming and Gardening Association
Program Assistant
Job Description

The Program Assistant is a 20 hour per week, part-time position, based in the Biodynamic Farming and Gardening Association's main office in Milwaukee. This position reports to the Director of Programs. Key responsibilities include:

Core Programs

- Respond to phone and email inquiries about the BDA's programs, including the North American Biodynamic Apprenticeship Program (NABDAP), Biodynamic Initiative for the Next Generation (BING) and the Biodynamic Scholarship Fund
- Maintain up-to-date information on program constituents in the BDA's CiviCRM contact database
- Assist with administering the BDA's online learning communities
- Update and maintain program pages on www.biodynamics.com
- Prepare and send periodic program e-newsletters
- Coordinate scholarship review and award process and communicate with scholarship applicants
- Record and distribute notes for conference calls with advisory committees

Conferences and Events

- Provide administrative support for conference and event planning, including on-site staffing for the biennial North American Biodynamic Conference and select regional and thematic events
- Assist in reviewing workshop proposals, tracking and communicating with presenters
- Review volunteer applications, create volunteer schedule and communicate with volunteers
- Coordinate scholarship application process and communicate with scholarship recipients

Fundraising

- Help to identify foundations aligned with the BDA's work
- Assist in preparing letters of inquiry, grant proposals and reports
- Track funder communications and proposal and report deadlines
- Assist with some individual giving campaigns and events

General Administrative Support

- Provide additional administrative support to the Executive Director, Director of Programs, and Director of Operations and Enterprise as needed