



Biodynamic
Demeter
Alliance

4/10/2024

TITLE: Administrative Assistant

BASIS: Part-time Employee

HOURS: 20 hours per week

LOCATION: Fully Remote (USA)

RATE: \$21 - \$25 commensurate with experience and qualifications.

BENEFITS: Health Stipend (\$200/month), Phone/Internet Reimbursement (\$25/month), Unlimited PTO, Enrollment in Retirement Plan.

STARTING DATE: On or About **Jul 1, 2024**

REPORTS TO: Co-Director Zachary Krebs

ABOUT THE BIODYNAMIC DEMETER ALLIANCE

The [Biodynamic Demeter Alliance](https://www.biodynamicdemeteralliance.org) is a national organization focused on biodynamic agriculture and food systems in the United States. The Alliance works to advance the knowledge and growth of biodynamic practices, principles, research, markets, and certification in support of healthier landscapes, farms, and people, and improved economic, spiritual, and social wellbeing. Biodynamic agriculture holds the key to solving many of the issues facing our world today — from climate change to water scarcity, social injustice, and the social-emotional well-being of people and communities.

By incorporating diversity, equity, inclusion, and justice practices as keystones, the Alliance works alongside all farmers, food entrepreneurs, and enthusiasts who share the goal of growing resilient, equitable, inclusive, and just food economies and systems.

OPPORTUNITY

We are searching for an organized, enthusiastic, and collaborative Administrative Assistant to join the Education and Community Building team of the Biodynamic Demeter Alliance, [formerly known as the Biodynamic Association](https://www.biodynamicdemeteralliance.org). This is a part-time, fully remote position. The applicant would ideally have their own computer, cellphone, and high-speed internet. Limited remote office setup funds are available upon request.

As a successful candidate, you are excited to contribute positively to our inclusive work culture. You have a strong desire to learn, are comfortable with modern remote office technology, have experience coordinating multiple ongoing projects, and enjoy collaborating with team members. You are organized, detail-oriented, and an innovative self-starter, and you excel at tracking your



projects and at communicating both your ideas and your questions. You have customer service and conflict resolution skills and have a good eye for detail.

WORK ACTIVITIES

This position will likely hold the following responsibilities for current projects, as well as other possible responsibilities in new or developing projects.

Work Area	Purpose	Accountable for
Administrative Assistant	Enhance the effectiveness of biodynamic education and community building by providing excellent administrative support	<ul style="list-style-type: none">• Monitoring Alliance email inboxes and communicating with members and donors• Managing general inquiry phone extensions and email addresses, responding to messages, and forwarding to other roles for response when needed• Co-creating event postings, blogs, pages, and communications for Alliance websites and social media• Organizing and facilitating cleanup of Cloud storage and shared documents• Creating, updating, processing, and reporting on information in CRM database for membership services, thank you letters, and other development and fundraising tasks• Creating and updating graphics for use in company communications on Canva and Adobe products• Assisting with scheduling meetings and making travel arrangements• Planning and managing logistics for events such as a staff/board retreat• Various typical remote office management tasks
Fundraising and Development Assistant	Support fundraising and development for biodynamic education and community building	<ul style="list-style-type: none">• Supporting preparation of grant proposals and grant reports• Monitoring grant proposal deadlines and grant report due dates• Supporting on overseeing grant-related finances, including allocation of staff hours according to grant requirements and ensuring that grant funding is spent according to budgets• Supporting sponsorship relationships



Work Area	Purpose	Accountable for
Conference Assistant	Support planning, logistics, and implementation of the online biodynamic conference	<ul style="list-style-type: none">• Support activities related to the planning and launching of the 2024 Biodynamic Online Conference• Creating organizational documents, calendars, and lists for speakers and events for use on conference webpages• Assisting with creation and upkeep of registration documentation, tracking, and reporting, and alerting the Registrar when changes may be needed• Processing online, phone, and mailed registrations.• Checking the registrar@ email box regularly, responding to inquiries as appropriate, and forwarding inquiries to other staff as needed

PREFERRED CAPACITIES AND EXPERIENCE

- Ability to self-manage and self-motivate in a fully remote work environment, working both independently and as part of a remote team spread across many time zones.
- Fluency in Zoom and Google Suite/Workspace (Gmail, Drive, Docs, Sheets, Slides)
- Excellent written and verbal communication skills.
- Emotional maturity, interpersonal skills, and warm disposition.
- Comfortable with technology and interested in engaging with and learning about different technological platforms and apps.
- Able to manage multiple projects simultaneously in an organized, efficient, and resourceful manner.
- Strong capacity for prioritization, diligence, and follow-through in completing tasks.
- Willingness to take on challenges with an interest in growing and learning; open to feedback and conversation for improvement.
- Open to and interested in a non-material, spiritual worldview.
- Flexible and adaptable to shifting needs and workflow, integrating new elements as they arise.
- Knowledge of justice, equity, diversity, and inclusion principles and willingness to continually explore new perspectives.
- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender, sexual orientation, class, religion, and spirituality.
- Knowledge of, or experience with, biodynamics and/or organic and regenerative agriculture is a plus.
- Written and/or spoken Spanish language fluency is a plus.



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Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be the right candidate for this or other roles.

The Biodynamic Demeter Alliance values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. The Alliance is an equal-opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

The Biodynamic Demeter Alliance is an Equal Opportunity Employer.

[APPLY HERE](#). Please note the application asks you to upload a resume, answer questions about how the position aligns with your experience and goals, and complete a self-assessment of your capacities and experience. You can save a draft before submitting your final application by creating a free account on our site (or logging into an existing account) and revisiting this link.

We hope to fill this position soon and will begin reviewing applications and scheduling interviews on **Monday, May 6th**. Position open until filled. Early applications are encouraged. No emails or calls, please.