



BIODYNAMIC ASSOCIATION

Employment Opportunity: Administrative Assistant

The Biodynamic Association (BDA) awakens and enlivens co-creative relationships between humans and the earth, transforming the practice and culture of agriculture to renew the vitality of the earth, the integrity of our food, and the health and wholeness of our communities.

Biodynamics is a holistic, ecological and ethical approach to farming, gardening, food and nutrition. It is also a potent movement for new thought and practices in all aspects of life connected to food and agriculture.

The BDA is a nonprofit membership organization with more than a thousand member farmers, gardeners, entrepreneurs, and eaters across North America. We strive to embody biodynamic principles in how we operate as an organization, and we have an agile, living approach to organizing our work. Drawing inspiration from [Reinventing Organizations](#) and [Holacracy](#), our organization is structured into self-managing circles made up of a number of roles focused on different needs of the organization. Most BDA staff people are responsible for multiple roles. The structure of the circles and roles is designed to evolve over time to meet the changing needs and opportunities that the BDA encounters. For more on this approach, please see our forum, "[Organizations as Living Organisms.](#)"

Position Summary

We currently have a part-time opening for a new person to join our geographically-distributed [staff team](#) and fill the Administrative Assistant role. Although most of the work for this role can be done from home, we hope to hire someone in based in or near Sonoma County, California.

The Administrative Assistant is responsible for:

- Supporting Co-Director and other roles with excellent, timely, and responsive administrative assistance
- Creating, formatting, and editing documents, presentations, emails, and web pages
- Organizing and entering data in spreadsheets and Civi contact database
- Conducting research and creating reports
- Filing, copying, scanning, and preparing mailings
- Assisting with scheduling meetings and making travel arrangements
- Planning and managing logistics of board retreats

Qualifications

Candidates who are a good fit for this role will demonstrate:

- Passion for providing administrative support in a non-profit environment
- A high degree of organization and attention to detail

- Tech savvy and proficiency with MS Office suite, Google suite, and internet research
- Motivation and responsibility for completing projects independently
- Good time management and capacity to prioritize competing tasks
- Ability to proactively communicate and ask questions
- Willingness to give, receive, and act on honest feedback
- Warmth, kindness, and a sense of fun

It is also essential that you are inspired by and drawn to our organizational mission, and have the capacity and enthusiasm to function well within our organizational structure, which offers a great deal of flexibility and freedom while requiring a high level of motivation, communication, transparency and accountability.

Location of Work

The BDA is a geographically distributed, North American organization. All of our staff and key contractors currently work primarily from home. We have an administrative office in East Troy, Wisconsin. Staff and contractors are in daily communication through online project management software, email, phone, and video meetings. We strive to create a dynamic, supportive, and flexible organization that allows each employee to realize their creative potential in their work.

We have a strong preference for this opening to be filled by someone who lives in or near Sonoma County, California and can meet in person with our Co-Director in Santa Rosa once or twice per month. If needed, we will also consider well-qualified candidates who are based elsewhere.

Time Commitment and Schedule

This position will begin at 10-15 hours per week, with potential for additional hours and growing into other roles in the future. BDA employees are responsible for setting their own work schedules in coordination with other roles they collaborate with, and communicating their schedules clearly to the rest of the team. For this role, most work will need to be scheduled between the hours of 8am-5pm PT, Monday through Friday, and distributed over at least 3 days each week.

Compensation and Benefits

The starting hourly rate for this position is between \$11-13. Ongoing compensation will be determined through the BDA's annual collaborative budgeting process, which takes into consideration the needs and gifts of each employee and the organization as a whole. All employees, including this position, are eligible for paid time off and holidays. The BDA also offers a modest health insurance reimbursement to employees who regularly work at least 20 hours per week.

Application Process and Timeline

The Biodynamic 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, please send an email to resumes@biodynamics.com with the following format:

Subject line: Administrative Assistant: [Your full name], [City, State]

Within the body of your email, include a brief personal statement addressing:

1. Why you are interested in working with the Biodynamic Association
2. How your skills, interests, and experience intersect with the responsibilities and qualifications of this role
3. Your compensation needs within the range offered for this position
4. Your desired work location
5. When you would be available to begin work
6. Anything else you want us to know about you

Attach your current resume as a PDF with the file name: [Your Full Name] Resume

This role is open until filled. Applications will be reviewed and interviews will be scheduled on a rolling basis beginning Monday, October 2. Email resumes@biodynamics.com with any questions. No phone calls please.