May 26, 2014

Healing Living Systems, Inc.’s mission is to create climate stability through agroecology, resulting in a more resilient, equitable economy. Healing Living Systems (HLS) is looking for an Executive Administrator to support the growth of foodshed resilient communities; a collaborator with extensive, contemporary office management and data skills for an immediate consultancy position. The Executive Administrator (Exec Admin) would be a contractor—a self-starting, in-charge person. The Exec Admin would be in charge of the fundamental tasks involved with relocating an office, creating the office systems so that all parties were enabled, able to work with diverse and distributed associates in person, in groups, and over base camp, asana and insightly or equivalent tools. Exec Admin would ensure the training of all associates on the suite of tools selected for an effective working environment tailored to Healing Living Systems, Inc.’s work. Further, the Exec Admin would be “in charge of her/his work” and accountable to all associates and vice versa. Further were additional project related help needed, the Exec Admin would have the capacity to bring on a wide variety of talent for project tasks. HLS looks to negotiate the scope of the contract work—hours, rate(s) of pay, and co-creating a benefits package—college debt reduction, money for higher education, helping to relieve pressing family needs. Growth in responsibilities within HLS is encouraged and honored.

If this position opportunity was forwarded to you by an associate of HLS, please initially respond to that associate so that your resumé, a written profile of your preferred workstyle, and presence in the world—what you value, positions of responsibility you have undertaken that is distinct from your work history—clearly presents you as a candidate for the Executive Administrator in this collaboration.

Are these your qualities and capacities?

* You are a mission focused individual dedicated to community foodshed resilience and a sustainable and equitable economy.
* Engaged in your local community. You offer your expertise and support to initiatives that align with your values.
* Your daily work tasks elevate what has to be addressed in a given day/time frame. You have participated in the development and training of a tool suite that enables colleagues to ensure that necessary work is prioritized and addressed in a timely manner. The Executive Administrator would adapt all management tools to suit the work that needs to be done.
* You are organized, efficient, and self-disciplined.

Position Summary: You will act as the communications and operations person on point. Your primary responsibilities include interfacing with clients, driving company marketing, and fostering a positive and efficient work environment.

Job responsibilities include:

* Facilitate communication with potential clients
* Manage and coordinate schedules
* Perform administrative responsibilities
* Manage social media—whatever of the following are determined to be effective:
	+ Bi-monthly newsletters, blog posts, and general marketing
* Easy updates to WordPress sites including client updates and training, blog posts etc.
* Manage asana, insightly, and base camp analyses and training
* Assist with special projects
* Create or update compelling presentations and media
* Manage contractor/subcontractor onboarding/off-boarding
* Prepare quarterly Board of Director scheduling, agendas, and reporting

Qualifications:

* Relevant bachelor’s degree preferred
* Five years of related administrative experience
* Ability to adapt to changing environment and handle multiple priorities
* Experience with Microsoft Suite, GSuite, Basecamp, Asana, and Insightly (or willing to be trained; deep skill in another equally effective suite of tools)

To apply, please send a copy of your resume and cover letter to Theo@HealingLivingSystems.org.