

Administrative Assistant Pace e Bene Nonviolence Service

Position Purpose: Assist the Pace e Bene Executive Director and other Pace e Bene staff with their overall responsibilities.

Position requirements: Preferably the applicant would be local to Corvallis, OR area or nearby so they can work with the Executive Director in person when necessary. They will also be able to do much of their work from home. Applicant would need to provide their own computer and preferably a printer.

Preferred qualifications: Passion and support for the Pace e Bene mission and vision to foster a just and peaceful world through nonviolence education, community-building, and action; Commitment to nonviolence; Self-motivated; detail oriented; familiarity and ease with computers including working with Microsoft office products and Google Docs; familiarity with Wordpress websites and CRM/Eblast software or feel comfortable learning new computer related tasks; Comfortable working long hours at a time on the computer.

Hours/Pay: Part-time 20 hours per week/ \$15 per hour / \$15,600 per year. We prefer the person be available between 9am-4pm weekdays. This would be a six-month independent contractor position to be reviewed at the end of the contract for possible renewal.

Duties and Responsibilities:

General Staff Support

- Assist the Executive Director as needed.
- Salsa database entry
- Help provide Salsa database lists for staff as needed.
- Attend weekly Pace e Bene staff meeting.
- Compile Pace e Bene staff meeting agendas and send out reminders about the meeting
- Take notes for Pace e Bene Staff meetings and disseminate them to staff.
- Take notes for Conference Calls including the monthly Campaign Nonviolence National calls.
- Schedule and assist with monthly Campaign Nonviolence national conference calls.
- Assist other staff on projects they may need help with as needed.

Website/Email

- Prepare content and send weekly Saturday eblasts to full supporter list.
- Send occasional targeted eblasts to supporters as needed.
- Send occasional eblasts for regional Pace e Bene events as needed and requested by local organizers.
- Prepare and schedule daily *This Nonviolent Life* eblasts.
- Prepare and schedule daily John Dear eblasts.
- Add/update our online events calendar as needed.
- Add blog posts to our website as needed.
- Add or update any new merchandise for sale online.
- Create images for the website as needed.
- Update/fix/edit content on the website as needed.
 - Specifically any Campaign Nonviolence related activities: Endorsers, Actions, Conference/Special events, Promoters/Organizers
- Create/edit/update Salsa webpages including sign-up forms, donation pages, event pages, etc.
- Post trainings on the nonviolencetraininghub.org as needed.

Office Management

- Help Executive Director respond to emails
- Send acknowledgements to all donors, if logistically possible.
- Provide employees with business cards as needed.

Resource and Merchandise Duties

- Ship to customers any store orders, including books, t-shirts, CDs/DVDs, etc., if logistically possible.
- Re-order merchandise when stock is low.

Pace e Bene Press

- Assist with Pace e Bene Press activities including but not limited to: Editing and formatting interior/exterior of new books, preparing and publishing books for sale, creating ebooks when feasible.

Other Miscellaneous Duties:

- Table at events to promote and sell Pace e Bene material as needed.