



Vision Driven Consulting

## Vision Driven Executive Assistant Position Description



### About

Vision Driven is hiring a part-time support person (approximately 10 hours per week) *with the potential to increase hours exponentially in the coming year*, depending on the skills and commitment of the individual who is hired. It is anticipated that the person hired will be working on projects with both Vision Driven Consulting and Vision Driven Artists – two separate entities that are currently run by Brittany Campese (with the support of numerous collaborators, colleagues, and an advisory board).

**Vision Driven Consulting (VDC)** is a small, woman-owned business that supports the visionary work of individuals, community groups, & not-for-profit organizations through consultation and trainings.

**Vision Driven Artists (VDA)** is a fiscally sponsored organization that exists to put more resources and opportunities into the hands of Philadelphia-based artists and arts organizations, with a specific focus and emphasis on supporting systematically marginalized artists and communities.

To learn more about the history, programs, and methodologies of VDA and VDC, check out: [VisionDrivenConsulting.com](http://VisionDrivenConsulting.com) & [VisionDrivenArtists.org](http://VisionDrivenArtists.org).

### Desired Skills, Attributes, & Experiences

- Understand the power dynamics associated with individual/group identities and systemic oppression, particularly in the nonprofit and arts sectors in Philadelphia
- Warm and welcoming, able to connect with people on a personal level
- Highly organized, able to juggle multiple projects at once
- Self-starter, confident completing tasks on your own and asking questions when you need help
- Excited to learn and use new skills
- Analytical, skilled in research and evaluation
- Editing and proofreading skills

### Sample Task List

#### *Administrative*

- Data entry
- Organize files
- Draft and edit documents
- Research

#### *Marketing*

- Update social media and website (Facebook, Instagram, Weebly)
- Create quarterly newsletters (Mailchimp)
- Coordinate meetings with current and potential clients

#### *Budgeting*

- Track revenue and expenses in Excel

#### *Fundraising*

- Research and write grants and reports
- Help plan and implement events

#### *Program Support*

- Create and edit Powerpoint presentations
- Attend and provide support at events (e.g. welcome guests and facilitators, transcribe conversations, take photos, set up/break down the space, etc.)

## **Benefits & Compensation**

This position is ideal for someone who is interested in learning the nuances of running a small business and a nonprofit. There are extensive learning and professional development opportunities built into this position, in addition to the option of taking the lead on projects.

Compensation is \$15 - \$20/hour, depending on experience, and we can discuss preferred employment status and payment systems during the hiring process. Currently, this job is 10 hours a week, secured, with the potential for many more hours and increased compensation in the future.

Based on your level of self-discipline and desire for regular in-person interaction, you would have the option to either work remotely or work together in a co-working space in West Philly or Center City.

Hours are mostly flexible with the expectation that you would be willing and able to attend in-person meetings during the day and some evening/weekend events (~1-2/month).

You must live in the City of Philadelphia and be prepared to make at least a one-year commitment.

## **To Apply**

Send a résumé and cover letter as .pdf attachments to [bcampese@gmail.com](mailto:bcampese@gmail.com) by Friday, March 2, 2018. If you have questions you can also email this address, but no calls, please. Vision Driven is an equal opportunity, affirmative action employer. People of color, trans and gender nonconforming people, people from poor and working class backgrounds, queer people, and women are *strongly encouraged* to apply.