



## **Plant Powered Metro New York**

### **Data & Administrative Assistant - Position Description**

*September 2020*

Plant Powered Metro New York (PPMNY) was founded in March 2019 to guide and grow the local movement for vibrant health through whole food, plant-based (WFPB) nutrition. PPMNY empowers people to find better health and overcome chronic illness with food, as ample evidence shows that plant-powered eating can prevent and reverse many of today's common chronic diseases. We offer evidence-based education, resources, and support to create community and inspire change throughout the New York metropolitan area.

Mobilizing a community-driven movement, PPMNY engages dozens of active volunteers hailing from NYC and its surrounding counties. This diverse network focuses on three strategies to achieve our mission:

- Raising awareness about the dramatic health benefits of WFPB nutrition
- Building supportive communities that empower people to make lifestyle changes.
- Organizing and leading projects that spark changes to food policy, practice and culture.

With a large volunteer base and multiple events and projects, PPMNY is seeking a Data & Administrative Assistant to support essential functions related to our internal operations.

**Immediate responsibilities** of this part-time position include:

- Mastering our CRM system, [NeonCRM](#), and handling data management within it, including:
  - Ensuring clean records for all accounts, many of which are created externally by people who sign up for our mailing list or register for events.
  - Creating all event registration pages and ensuring brand consistency across all events.
  - Using system emails and workflows, ensuring that all automated emails are accurate and event registrants are receiving the information they need to participate in our programs.
  - Managing data imports from events for which we manually gather participant data.
  - Supporting volunteers with read-only access to navigate and optimally use the data they need to do their work better.
  - Helping to troubleshoot any CRM issues, especially those that relate to our constituents.
- Responding to basic inquiries and community requests addressed to our main email account, [info@ppmny.org](mailto:info@ppmny.org)

- Collating, and overseeing the printing of, materials used in educational programs or series.
- Supporting PPMNY's Network Director, Associate Network Director, and Network Operations Manager with concrete tasks and special projects, as needed.
- Participating in monthly team calls with all volunteers and staff.

**Qualifications of the ideal candidate:**

- Savvy with technology, including familiarity with database or CRM systems.
- Extremely reliable, thorough, and detail-oriented -- *this is a must*.
- Customer service-oriented communication skills, able to bring warmth and professionalism to interactions with all volunteers, staff, and community members.
- Able to work professionally with vendors (designers and others) for special needs and projects
- Able to create and maintain systems and processes that will allow volunteer event planners to easily contribute to organizational marketing
- Able to thrive in a start-up and volunteer-centric work environment; able to work with large and shifting teams of volunteers and contributors
- Highly reliable and able to prioritize tasks effectively
- Savvy with technology tools including email marketing systems, graphic design software, social media, and more, and willingness to learn
- Passionate about the role of nutrition in health, or willing to learn

This position will report to Lianna Levine Reisner, Network Director of PPMNY, and work closely with Lynn Diamond, Associate Network Director, and Bryan Barrett, Network Operations Manager.

**Compensation:** This is an hourly, part-time position expected to work 8-10 hours/week, at \$20/hour.

**To apply:** Please submit a brief statement of interest, a resume detailing relevant experience, and a few references for consideration to [info@ppmny.org](mailto:info@ppmny.org).