

Praxis Project Volunteer Opportunity: Bookkeeper

Job title	<i>Bookkeeper</i>
Reports to	<i>Volunteer Coordinator</i>



Job purpose

The [Praxis Project](http://www.praxisprojectnb.com) is an intimate **3 day permaculture-inspired arts festival June 7-9, 2019**. Site located in rural New Brunswick at the foothills of the appalachian mountains we have a great scenery to incorporate. Camping and 3 meals of vegan food provided for your entire stay.

Now in our fifth year as the Praxis Project and our third of a five year series at the current site, we offer four streams of in-depth workshops alongside our children and youth focused workshops. Each night we offer different music programming - an eclectic mix of live bands, folk singer songwriters, bluegrass artists, electronic producers, DJs, beatboxers, poets and live performances. On Sunday we close out our festival with a Makers Market and Country Barn Dance / Caleigh. Gather up two of your friends and join our team!

The purpose of Bookkeeper is to collect and organize our files, images, gmail conversations, meeting minutes and recorded text (etc) for the purpose of referencing or reusing again in the future.

This is an amazing opportunity to be part of some magic! Come meet incredible artists, musicians, teachers, healers, farmers and herbalists. Learn about permaculture and build your network.

For more information about the gathering please see <http://www.praxisprojectnb.com>

praxisprojectnb@gmail.com
www.praxisprojectnb.com

Duties and responsibilities

Our Bookkeeper is the librarian of our intentions, activities and conversations.

- use our existing gdrive as a filing system for information, budget & art, etc
- monthly manage, organize & back-up gdrive physically; than keep the back up safe
- request/catalogue all conversations/agreements from coordinators in one gmail account
- Assist coordinators in retrieving specific files from gmail

Qualifications

We are seeking an enthusiastic, positive person capable of working with minimum supervision.

- Experience with gmail and gdrive necessary
- Strong oral & written communication skills
- Experience bookkeeping necessary
- Compassionate & open minded

Working conditions

We will be working and living outdoors for the entirety of our stay, rain or shine. Involves minimal physical labour. Camping and 3 meals of vegan food provided for your entire stay. *ex: Small forest, stream edge, running water, standing water, wooden walkways and sandy paths over swamps, open farm field, outdoor kitchen, workshop platforms in forest, permaculture food forest, mixed gardens, swale and more...*

Compensation

Volunteers form the bedrock of festival culture. While our Bookkeeper is a volunteer opportunity, the successful candidates will receive 1 “TimeCredit” from the NB Timebanks for every hour of your time you share. nb.timebanks.org

You will also receive goods/services (of your choice) from our sponsors, and a free membership for the Praxis Project worth \$125. Camping and 3 meals of food provided for your entire stay. You can bring a team of up to two others with you if you can get the job done. The two others receive a free membership each, camping and 3 meals of vegan food for their 40h commitment.

In the spirit of co-creating a regenerative economy, we have implemented a unique approach to funding that includes in-kind partnerships & sponsors. We see our budget as two parts; monetary (gas/wood/etc) and time expenses. Through this lens goods & services will be given in lieu of cash payment for our instructors, performers & key organizers time. Thus we subsidize the education and remain cost accessible for a catered event in a rural area.