



STAFF POSITION DESCRIPTION

Seasonal Office Administration Assistant

General Responsibilities:

The Seasonal Office Administration Assistant is responsible for being the first contact for visitors to the office and by phone. Other administrative activities required by the Executive Director, Director of Operations, and Marketing and Administrative Manager are also supported. This position is 12 hours per week through now through October 31 and reports to the Director of Operations.

Primary Accountabilities:

- Greet all visitors ensuring that a pleasant and professional image of the organization is presented to all visitors
- Provide phone and walk-in patient screening for animals to determine whether the animal needs rehabilitation in conjunction with other office staff and animal care staff.
- Give directions to the public for bringing animals WINC will admit.
- Refer public to other sources for animals WINC will not admit.
- Admit patients as needed on paper and in WRMD, electronic database
- Answer phones, pick up messages, direct calls to the proper person, and return phone calls.
- Provide phone advice on various animal situations and natural history questions. Printed materials and other office and animal care staff are available for reference and advice on questions.
- Assist with preparation of any mailings.
- Sort and file completed admissions paperwork.
- Take payment for gift shop sales.
- Accept and take payment for donations. Give the donor a thank you letter for monetary and donations-in-kind donations and document the donation for office staff.
- Clean and maintain organization in the gift shop area and lobby.
- Vacuum and/or sweep floors in the lobby, giftshop, and office area.
- Take out office trash and wipe out receptacles.
- Clean public restrooms.
- Assist with occasional public events at WINC or offsite – greeting and directing guests, helping with set-up and take-down of event displays and gift shop items, taking payment as guests check out or purchase items.
- Assist Executive Director, Director of Operations, and Marketing and Administrative Manager by providing administrative support such as data entry, printing and collating documents, copying, sorting, filing.

Previous experience using these programs is a plus, but not required:

- Microsoft Office Product such as Excel and Word.
- Adobe, Publisher, or a similar graphics software

Compensation:

This is a part-time, 12 hours per week during April through October 31, position receiving \$12.00 - \$15.00 per hour based on experience, paid bi-monthly. A set weekly schedule will be established at time of hire with some flexibility on how the 12 hours is set up throughout the week.

To apply: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position to Lisa Rowe at Lowe@helpingwildlife.org by July 18.