

Kindred Spirits Animal Sanctuary
3749-A Highway 14
Santa Fe, NM 87505
505-471-5366

Part-Time Administrative Assistant Job Description

The Part-Time Administrative Assistant position is a 20-25 hour weekly position. The Part-Time Administrative Assistant works directly for the KSAS Director. The work schedule is flexible upon need or emergency, however the Director will set weekly schedule and some week-ends may be required. Knowledge of the Kindred Spirits Animal Sanctuary and its mission and goals is essential. Must love animals!

Duties Including, but not Limited to the Following:

- Donor Processing
- Meet with Director to set work agenda for each day you are working
- Answer and follow up on phone requests
- Distribute information to the public as needed
- Check email folders, process e-mails received through our internet account and respond as instructed by Director
- Maintain and organize filing system
- Maintain KSAS main database in a timely manner
- Prepare for, help with, and follow-up with public events as needed
- Process incoming and outgoing correspondence
- Process accounting and sales from events
- Assist with media, newsletter and events (public relations statements, drafting, filing, copying, mail outs, etc.)
- Prepare and distribute agenda and related materials to Board members prior to quarterly meetings. Prepare and distribute minutes. *Optional:* Take minutes at quarterly board meeting
- Prepare bulk mail-outs and mass e-mails
- Create flyers with photos for events, Picasa

Skills Required:

- Pleasant telephone demeanor and efficient handling of calls
- Excellent organizational and time-management skills
- Accuracy, efficiency and completeness in all duties and projects
- Comfortable performing a wide variety of duties, ranging from copying and filing to project work
- Proficiency in Microsoft Office software – Excel, Word, Power Point and Picasa
- Proficiency in on-line email systems, Earthlink and Gmail, importing and exporting files
- Prioritize and deliver on set deadlines

- Legible, neat handwriting for correspondence – sample required
- Good grammar, spelling and composition of sentences for correspondence – sample required
- Working knowledge of office equipment, copier, fax machines
- Willingness to learn new software, systems, web management, etc.

Dress Code:

- The dress attire will be Business Casual except during inclement weather when jeans will be permitted.

Expectations:

- Must be willing to be flexible with work schedule as determined by the work projects.
- Professional and calm demeanor. Maintain strict confidentiality in all matters pertaining to the care of the animals, as well as operations of the sanctuary.
- Expected to be prompt for work. Exceptions are made if the weather would make travel unsafe.
- Willingness to adapt to priority changes.
- Must be comfortable with occasional brief work-related telephone calls at home regarding particular projects.
- Expected to run errands on work time to pick up/deliver items for various projects. Administrative Assistant will be reimbursed for mileage and expense of items purchased.
- Willingness to follow-up on or complete projects outside of the office if needed.

No smoking or drug use. Random drug screens required. Serious inquiries only. Respond via e-mail to kindredspiritsnm@earthlink.net with a letter of intent, resume and three recent professional references. No phone calls please.