

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.

Kindred Spirits Animal Sanctuary (KSAS) is dedicated to providing elder care and hospice for senior dogs, horses and poultry in a peaceful and serene sanctuary setting.

Part-time Animal Caregiver for Animal End-of-Life Care and Hospice

The Part-time Animal Caregiver position offers an opportunity for individuals to develop the skills to support elder and hospice animal care, and non-profit sanctuary operations. Caregivers enjoy an opportunity for hands-on learning of our comprehensive Wellness Care program in end-of-life care.

Please Note: Individuals who wish to be considered for the Animal Caregiver position must agree to a minimum one-year commitment. Caregivers should expect to work weekends and holidays, and be prepared for ongoing learning. The work is complex and highly structured to maintain consistent high standards of care. A 20-30 hour work week is required. The Sanctuary practices a sustainable and ecological approach to all aspects of care of the animals and surroundings.

This work requires a high degree of self-reflection, personal self-development and overall mental, emotional and physical fitness and stamina. An understanding of the Kindred Spirits Animal Sanctuary and commitment to its mission and goals is essential.

Responsibilities and Duties:

- Able to consistently follow KSAS directives for animal care.
- Able to perform tasks that involve all aspects of daily care and the feeding of dogs, horses and poultry, as well as the maintenance of their living areas, inside/outside.
- Individualized feeding according to guidelines. Preparing high quality nutrition in accordance with our Wellness Care Program (special diets closely followed,) and follow up reporting.
- Maintaining clean and safe grounds and barns including poop scooping, raking, sweeping, shoveling, trash removal, scrubbing, watering, weeding, snow maintenance and other tasks.
- Thorough housekeeping to ensure the upkeep of a healthy, clean and organized interior living environment for the animals, which includes dishwashing, laundry, vacuuming, carpet cleaning and other tasks.
- Assist with animal health checks and maintain animal care plans.
- Observing, recording and discussing animal conditions and behaviors.
- Other tasks and duties as needed.

Experience/Requirements:

- Veterinary assistant, veterinary technician, nursing, nursing assistant or similar experience with animal, farm animal or human care.
- Demonstrates personal accountability to ensure that all assignments are completed effectively and in a timely manner.
- Accurate, appropriate, clear and concise hand written and verbal communication skills.
- Strong listening skills.
- Demonstrates the ability to create and encourage a positive work environment.
- Team player with strong interpersonal skills and ability to work well with a variety of people.
- Ability to work with changing priorities.
- Calm, pleasant and empathetic demeanor.

Physical Requirements:

- Able to perform strenuous manual labor.
- Able to work around large animals with barn tools and equipment.
- Able to work out of doors in extreme weather conditions.
- Able to easily bend, stoop, kneel, lift and carry large and awkward items up to 50 lbs.

Benefits:

- KSAS provides the opportunity to learn to be present and supportive in animal hospice care, and explore ones inner process surrounding death and dying.
- Develop knowledge of our exclusive Wellness Care Program.
- Opportunity to learn from and interact with our sanctuary animal residents.
- Living and working with like-minded and committed animal caregivers.
- Develop skills in emergency situations.
- Gain valuable experience to support interest in future nonprofit employment, especially within vegan, animal rights, and sanctuary organizations.

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