

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 schedules and some week-ends will be required. Knowledge of the Kindred Spirits Animal Sanctuary and its mission and goals is essential. Must love animals!

Please Note: Potential new hires will be asked to volunteer for an initial 20 hours to ensure that the position is a good fit for both parties.

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, knowledge of Picasa preferred

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 language composition 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, staff, and visitors, as well as operations of the sanctuary.
- 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.

Termination:

- The Part-Time Administrative Assistant will be expected to give a minimum of eight weeks' notice when he/she has decided to terminate her position with KSAS. KSAS will immediately put an ad on Craigslist for the opening position. The Part-Time Administrative Assistant will be expected to train her replacement.