



Administrative Assistant: Job Description

Wages:

Starting wage \$10.00/hour, 30 hours a week

Schedule:

Tuesday – Friday; 9:00 a.m. – 4:30 p.m.

Benefits:

After 1 year of service: 1 week paid vacation

After 2 years of service: 2 weeks paid vacation

7 paid Holidays a year, if the Holiday falls on normal scheduled work days

No health benefits provided

Summary:

The administrative assistant provides support to the AWL shelter facility under the direction of the CEO.

Qualifications:

High School diploma (18 years of age or older) and four years' experience in an office or administrative environment; equivalent combination of related education and experience considered

Knowledge of word processing and spreadsheet software applications is required

Excellent oral and written communication and interpersonal skills required

Have reliable transportation

Able to lift at least 45 pounds

Must have experience working with and coordinating multiple tasks using staff and volunteer resources

Familiarity with veterinary procedures (vaccines, neutering) preferred

Must be able to handle the emotional aspect of working in an animal shelter environment, including euthanasia

Must be able to pass a background check and drug test

Duties and Responsibilities:

Provide administrative and organizational support to all areas of the shelter under the direction of the CEO. This includes but is not limited to: filing, processing paperwork, preparing meeting documents, processing incoming and outgoing mail, answering phones, and other duties as assigned. Maintain an active role in the planning and organization of fundraising and outreach events in partnership with the CEO. Maintain accurate records and enter necessary information into shelter software programs. Provide support to all shelter programs, including but not limited to: PAC classes, READ program, CCP/DIPP prison programs, Bark Park program, Kent State classes, Adoption and Foster programs, low-cost spay/neuter, and Companions in Crisis. Assist in the preparation of monthly staff meetings and trainings. Represent AWL by providing excellent customer service. Prepares reports and other records as requested by the CEO. Manage tracking of shelter donations and supplies.

This list is not meant to be all inclusive and additional duties may be assigned and required for this position.