

## Job Description:

**Title:** Administrative Assistant

**Classification:** Non-Exempt, 40 hrs./week

**Reports to:** Executive Director

**Pay Scale:** \$17.00/hour

**The Organization:** The Wildlife Center of Silicon Valley (WCSV) is a small 501(c)3 grassroots, non-profit organization in its 28th year of serving all residents and wildlife of Santa Clara County. Our mission is to provide sick, injured, and orphaned wildlife with exceptional free high-quality care, rehabilitation, and opportunity for release. We also aim to educate the public about coexisting peacefully with local wildlife.

**The Position:** This Administrative Assistant position requires a high level of detail, keen accuracy, organization, and follow-through, and is central to the daily operations of the Center. This position is in a highly visible role focusing on front desk administration and animal admissions, including answering phone calls, conducting animal intakes, and updating and maintaining patient records. The position will include assisting in coordinating fundraising and volunteer events and general operations at the Center.

The ideal candidate will be a self-starter who is a quick learner and proficient in Microsoft Office Suite, Google Apps and database management systems.

### Responsibilities include, but are not limited to:

- ✓ Engage the public: answer phones, receive visitors, intake of sick, orphaned or injured animals and assistance with relevant paperwork, questions and in-kind donations
- ✓ Provide administrative support to WCSV leadership team and animal care staff
- ✓ Database and paperwork management: entering, organizing, reporting and filing data on animals, volunteers, and donations
- ✓ Support donor development
- ✓ Assist with social media and web site support

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ High school diploma (or equivalent) plus a minimum of two years of administrative assistance experience. Bachelor's degree preferred.
- ✓ An appreciation for wildlife and dedication to animal protection and wildlife advocacy
- ✓ Courteous, personable and tactful while dealing with a variety of people, interests and deadlines

- ✓ Works well under pressure
- ✓ Strong communication skills, both verbal and written
- ✓ Demonstrated organizational and project management abilities
- ✓ Experience working with database management systems, preferably Wildlife Rehabilitation Medical Database and/or other nonprofit database systems
- ✓ Ability to multi-task
- ✓ High ethical standards, sound judgment and comfortable working with confidential information pertaining to donor development
- ✓ Ability to perform duties under general supervision and established guidelines and practices
- ✓ Ability to complete assignments in a timely manner or under deadline
- ✓ Upon hire, must pass a background check
- ✓ Must have a valid California Driver License with a clean driving record to be insured by our insurance

**Physical Demands:** The physical demands described herein represent essential components of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. They include but are not limited to the following: able to lift or move up to 30 lbs; stand or sit for extended periods of time; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the tasks listed elsewhere in this document, incumbent (candidate) is routinely exposed to zoonotic diseases and the noise level is usually moderate. Will be expected to work outside of normal work hours for events, on occasion and as needed.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.  
EOE/M/F/D/V/SO*