

Heart of the Valley, Inc.

Job Description

Job Title:	Administrative Assistant	Date: 7/24/2020
Work Hours = 8 hours per day 5 days a week. (40 hours per week) Able to work some weekend days, as needed		Wage/Salary: DOE Non-exempt

BRIEF JOB SUMMARY: Provides assistance to the Executive Director for Heart of the Valley as well as performing a wide range of administrative, operational, development and office support activities to ensure the efficient operation of the organization.

THE OVERALL STRENGTH LEVEL OF THIS JOB IS: LIGHT

(Light Duty is considered 25 lbs. or less)

Essential Job Functions: *(include the following. Other duties may be assigned.)*

General Administrative Support:

1. Check post office and physical mailbox daily.
2. Resolve general administrative issues and inquiries
3. Prepare written responses for routine inquiries
4. Help to manage the Executive Director's calendar including scheduling and confirming meetings
5. Prepare and modify documents including correspondence, reports, memos and emails
6. Manage organizational supply system including maintaining current inventory, purchasing and stocking office, animal care and facilities supplies
7. Coordinate maintenance of office equipment
8. Perform general clerical duties including emailing, faxing, filing, copying
9. Assist the Executive Director and Operations Director in the creation and maintenance of standard operating procedures
10. Manage organization-wide document storage system
11. Maintain document retention procedures including secure storage and destruction
12. Coordinate with IT and telephone consultants to troubleshoot and/or maintain systems
13. Reconcile monthly credit card invoices to ensure proper accounting of all purchases
14. Provide support as needed to HOV's senior management team members

Human Resources:

1. Prepare onboarding packets for new employees
2. Distribute materials for employee benefits including insurance and retirement plan renewals; coordinate meetings with employees and insurance brokers
3. Create and maintain tracking system for key dates for employees (birthdays, work anniversary, benefit eligibility)
4. Plan and execute the annual staff holiday party
5. Provide support for all staff meetings and annual retreat
6. Create and distribute the monthly staff newsletter

Board of Directors:

1. Assist in the preparation and dissemination of materials for Executive, Finance, Governance Committees and full Board of Director meetings
2. Maintain document storage system including assist individual board members with access to Board specific documents
3. Assist in organizing board and committee meetings
4. Prepare minutes for Committee meetings, as needed

Operational Support:

1. Provide administrative support for Spay/Neuter Assistance and Foster programs
2. Enter volunteer hours into Volgistics system
3. Enter animal medical records into the PetPoint system
4. Assist with daily animal care, as needed
5. Fill in at front desk, as needed

Fund Development:

1. Use Bloomerang database software to support the Executive Director's major and planned gift work including entering interaction notes and creating reminders for upcoming donor contacts
2. Assist with the annual Best Friends Legacy Society celebration and house parties
3. Assist with the Annual Dog Ball Gala event as needed
4. Provide administrative support for major, planned giving and Heart Park fundraising efforts
5. Serve as back up to the Development Associate to enter gifts into Bloomerang, create donor acknowledgement letters and produce reports
6. Serve as back up for daily/weekly deposits

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

1. Proficiency with Microsoft Office software, specifically Word, Excel, Power Point required; familiarity with donor databases preferred.
2. Excellent communication skills. Highly organized, poised under pressure, experience dealing with vendors and/or donors is a plus.
3. Knowledge of operation of standard office equipment.
4. Experience in basic office management
5. Attention to detail; experience with clerical and administrative procedures and systems.

Special Machines, Tools, and Equipment Used: Computers, standard office equipment.
I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive of the duties I will be required to perform.

Signature: _____

Date: _____

Employment Disclaimer: *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*