

Heart of the Valley, Inc.

Job Description

Job Title:	Office Assistant	Date: 1/1/2021
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: Coordinate office and administrative functions to ensure organizational effectiveness and efficiency. Assist the Executive Director, Board of Directors and senior management team as well as performing a wide range of administrative, operational, development and office support activities.

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.)*

Administrative Support:

1. Point person for office and IT equipment, supply inventory management, office functions
2. Help manage the Executive Director's calendar including scheduling and confirming meetings
3. Provide support to HOV's Executive Director and senior management team
4. Manage mail process including checking post office and physical mailbox
5. Assist in the creation and maintenance of standard operating procedures
6. Prepare and modify documents including correspondence, reports, memos and emails
7. Coordinate organizational supply system including maintaining current inventory, purchasing and stocking office, animal care and facilities supplies
8. Perform general clerical duties including emailing, faxing, filing, copying
9. Manage organization-wide document storage system
10. Maintain document retention procedures including secure storage and destruction
11. Coordinate with IT and telephone consultants to troubleshoot and/or maintain systems

Human Resources:

1. Coordinate onboarding paperwork 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 employee benefits
4. Assist with planning the annual staff holiday party
5. Provide support for staff meetings and annual retreat
6. Create and distribute a 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. 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 (SNAP) and Foster programs
2. Enter volunteer hours into Volgistics system
3. Assist with daily animal care, as needed
4. Fill in at front desk, as needed
5. Track the behavior training/consultation schedule

Fund Development:

1. Assist with the annual Best Friends Legacy Society celebration, Annual Dog Ball Gala and house parties
2. Provide administrative support for major, planned giving and Heart Park fundraising efforts
3. Serve as back up to the Development Associate to enter gifts into Bloomerang, create donor acknowledgement letters and produce reports
4. 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. Proven administrative experience
3. Excellent time management skills and ability to multi-task
4. Attention to detail; strong organizational and planning skills
5. Excellent communication skills. Highly organized, poised under pressure, experience dealing with vendors and/or donors is a plus
6. Knowledge of human resources practices and procedures a plus
7. Knowledge of operation of standard office equipment
8. 2+ years' 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.*