

TITLE: **Executive Operations Assistant**
ORGANIZATION: Sequoia Park Zoo Foundation
REPORTS TO: Executive Director
LOCATION: Eureka, CA
HOURS: 30 hours/week



GENERAL SUMMARY: The Executive Operations Assistant position is an exceptional opportunity to gain in-depth experience with the Sequoia Park Zoo Foundation, a growing and successful non-profit organization. The person is responsible for Administrative, Volunteer and Event Support. This position works closely with the Executive Director and the Director of Marketing & Events to fulfill goals in a timely manner. This position is a support staff member for all functions in the Foundation Office.

DUTIES INCLUDE:

ADMINISTRATIVE SUPPORT

- Enter all incoming donations into donor software management system and provide ongoing monitoring of all donations and donor support as directed by the Executive Director
- Generate thank you letters and other donor related correspondence as needed per the Executive Director
- Basic reconciliation and bookkeeping with assistance from Foundation Accounting Office
- Assist with checking the PO Box for the Foundation and general mailings including managing bulk mailings and NCOA returned mail address updates
- Friendly, professional demeanor-comfortable working with the public and answering the phone on behalf of the Foundation
- Answer emails and voicemail in a timely manner
- Maintain clean office space
- Assist with recycling and trash duties in conjunction with SPZF staff
- Filing as needed
- Maintain and organize SPZF storage areas and visit storage for various tasks
- Various other administrative duties as assigned to support the Executive Director as needed

EVENT & VOLUNTEER MANAGEMENT SUPPORT

- Assist with volunteer recruitment and management for events including phone calls/emails and assistance with supporting on-line sign ups as needed per the Director of Marketing & Events
- Work additional fundraising/special events as needed, this may include weekends and after hours
- Administrative assistance with all large events including Auction, Spreadsheets, Guest List Pull and Donation Entry and thank you's as needed per the Director of Marketing & Events

QUALIFICATIONS:

- Excellent writing and verbal communication skills
- Administrative skills
- Database experience required
- Must be detail-oriented with excellent organizational and multi-tasking abilities
- Experience using Word, Excel, Google calendars, Outlook and general database management
- Ability to work on several projects simultaneously and deliver to deadlines
- Able to work well independently and within a team environment
- Friendly and outgoing manner with the public in any setting
- Ability to work weekends and evenings for special events
- Personal vehicle and valid driver's license required

PHYSICAL ACTIVITY REQUIREMENTS:

This position requires frequent computer use, occasional lifting of up to 50 pounds, and periods of high physical activity and endurance during events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION: This is a 30 hours/per week position with potential for full time, compensation commensurate with experience-beginning salary \$15.00-\$17.00 an hour.

TO APPLY:

Please email cover letter and resume to leigh@sequoiaparkzoo.net or by mail to Sequoia Park Zoo Foundation, ATTN: Leigh Pierre-Oetker P.O. Box 123, Cutten, CA 95534

CLOSING DATE:

May 24, 2019