

ADMINISTRATIVE ASSISTANT (Part-Time)



Summary Description:

The **ADMINISTRATIVE ASSISTANT** is responsible for orchestrating efficient administrative functions across the Teton Raptor Center's operations and programs. The Administrative Assistant is a frontline client services liaison expected to provide friendly, efficient, and professional interactions with all of Teton Raptor Center's constituents (including, but not limited to: donors, guests, vendors, clients, volunteers, participants, and partners). This is a part-time, year-round position with potential to move full-time within a year of hire.

Responsibilities:

- Administrative
 - Purchase office supplies, equipment, and systems for optimal efficiency
 - Support compilation of organizational data to assist in summarizing information and identifying trends
- Guest Services
 - Assist Volunteer and Program Coordinator in greeting guests
 - Assist Volunteer and Program Coordinator with scheduling programs
 - Assist Volunteer and Program Coordinator in communicating program details with participants in a timely manner
- Communications
 - Frontline responsibility for phone calls
 - Maintain phone system (i.e., Grasshopper)
 - Manage raptors@tetonraptorcenter.org email
 - Assist Volunteer and Program Coordinator with communicating program changes to staff and/or to program participants in a timely manner
 - Oversee incoming and outgoing mail
 - Support individual and bulk mailing processes
- Merchandise
 - Maintain TRC's Shop, on-site and online (inventory, sales, and new merchandise)
 - Includes processing of Poo-Poo Project orders and sponsorship follow-up
 - Process on-site purchases, phone, and internet sales
 - Responsible for Square platform functionality and accuracy
- Finance
 - Reconcile Square transactions weekly with Accounts Manager
 - Manage deposits and receipts, petty cash, and change
 - Manage gift processing, donor acknowledgements, and other correspondence
- Other duties as assigned

Estimated Division of Labor

- 15% Administrative
- 25% Guest Services
- 30% Communications
- 15% Merchandise Management
- 15% Finance

QUALIFICATIONS & SKILLS

- Associate's degree or greater and nonprofit related work experience a plus.
- Exceptional organizational, interpersonal, and communication skills.
- Exceptional customer service skills and experience.
- Experience with CRMs, reservation management systems, phone systems, retail POS.
 - The following platforms a plus: Salesforce, FareHarbor, G-Suite, Square, Grasshopper, and Slack
- Willingness to take initiative, roll-up your sleeves, problem-solve and multi-task effectively while working with a small group of very committed people.
- Ability to tolerate time spent in front of a computer, as well as physical labor.
- Ability and flexibility to work evenings, holidays, and weekends
- Ability to work independently and as a member of a team
- A love of nature and commitment to conservation, along with a desire to share that passion with others.

SCHEDULE & COMPENSATION

Preferred Schedule: Monday through Friday at no more than 25 hours per week.

Compensation: \$21/hour

REPORTS TO:

Operations Director

EMPLOYMENT at TETON RAPTOR CENTER

Teton Raptor Center is an equal opportunity employer with a smoke-free and drug-free workplace. Successful applicants will be required to pass a background check, driving check and drug screening.

To Apply

Email your cover letter, resume, and three professional references to selena@tetonraptorcenter.org with the subject line, **"TRC Administrative Assistant Application"**. Your application should be sent as a single PDF file saved with your name and the job title (e.g., "LastName_FirstName_TRC Administrative_Assistant"). **Applications must be received by 5pm (Mountain Time) Monday, December 19, 2022.**