ADMINISTRATIVE ASSISTANT (Full-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 full-time, year round exempt position.

Responsibilities:
- Administrative
    - Maintain key organizational systems (for both internal and external uses)
        - CRM and related applications including but not limited to, FareHarbor, Volgistics, Google Drive, Square, Grasshopper
    - Manage organizational correspondence (written and digital)
    - Oversee incoming and outgoing mail
    - Monitor, organize, manage, and procure office supplies, equipment, and systems for optimal efficiency
    - Manage organizational and program calendars for events, programs, and administration.
    - Track and organize key organizational data to assist in summarizing information and identifying trends
        - Including, but not limited to County Permit Data and Social Media interactions

- Guest Services
    - Work with Program Coordinator for guest interactions for on-site visitors and program participants
    - Assist Program Coordinator with scheduling programs for individuals, schools, camps, tour companies, concierge services, and lodging establishments
    - Communicate program details with participants in a timely manner

- Communications
    - Take primary responsibility for all phone-based inquiries
    - Manage raptors@tetonraptorcenter.org email
    - Communicate program changes/adjustments to Avian Care Team in a timely manner

- Merchandise
    - Manage 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

- Finance
    - Administer invoice process with Accounts Manager
    - Work with Accounts Manager to oversee reconciliations from various applications
    - Manage deposits and receipts, petty cash, and change
    - Manage gift processing, donor acknowledgements, and other correspondence

- Other duties as assigned

Division of Labor
- 35% Administrative
- 20% Communications
- 20% Merchandise Management
- 15% Guest Services
- 10% Finance

QUALIFICATIONS & SKILLS
- Associate's degree or greater and at least two years of nonprofit related work experience.
- Exceptional organizational, interpersonal, communications, IT, and analytical skills.
- Exceptional customer service skills and experience.
- Must have working knowledge of SalesForce
- Experience in organizational effectiveness, operations, finance, and administration.
- Experience with the following platforms a plus: FareHarbor, G-Suite, Square, and phone systems,
- 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
- A love of nature and commitment to conservation, along with a desire to share that passion with others.

SCHEDULE & COMPENSATION
Preferred Schedule: 5 days per week
Compensation: $42-45,000. Eligible for health insurance and retirement
                       Benefits. Unlimited time off policy.

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").