



Job Title: Administrative Coordinator

Status: Full-time, non-exempt

Supervision

Takes direction from the Director of Adoption Services.

Major Responsibilities

1. Provide administrative support to the Adoption Center, Thrift & Gift Shop, and overall organization.
2. Provide supplemental support in animal caretaking at the Adoption Center.

Essential Functions

1. Provides administrative support to the Adoption Center, Thrift & Gift Shop, and overall organization, including but not limited to:

Overall Organization

- a. Monitor, update and respond professionally to the ASTRO Foundation social media accounts – Facebook and Instagram.
- b. Assist with maintaining the website.
- c. Assist with organizational photography and videography to be used on the website and social media.
- d. Manage Kindful, donor and volunteer software:
 - i. Track all donations
 - ii. Send timely thank you correspondence
 - iii. Track all volunteers

At the Adoption Center

- e. Answering the telephone, screening, and directing calls.
- f. Answering text messages, screening, and directing information appropriately.

- g. Monitor the general email address and respond in a professional and timely fashion.
- h. Greeting persons entering the Adoption Center and addressing their needs in a professional, appropriate, and timely fashion.
- i. Receiving, sorting, and recording animal adoption fees and donations, including operating the cash register.
- j. Opening and closing the Adoption Center.
- k. Manage Petstablished, animal adoption software:
 - i. Create intake profiles with photos and bios
 - ii. Input animal medical updates
 - iii. Create and update foster profiles
 - iv. Monitor animal transfers
 - v. Track animal adoptions

At the Thrift & Gift Shop

- l. Assist with managing general supplies inventory.
 - m. Support management of online sales efforts through Facebook Marketplace.
 - n. Other duties as assigned.
2. Provide supplemental support in animal caretaking at the Adoption Center, including but not limited to:
- a. Cattery caretaking, including daily resetting with volunteer support.
 - b. Showing adoptable animals to prospective adopters.
 - c. Processing and finalizing the adoption process.
 - d. Supporting volunteers throughout the day, answering general questions and shadow training, as needed.
 - e. Veterinary assistance, as needed, including but not limited to vaccinating and providing preventative care for in-house cats and fostered dogs and cats.

Required Skills and Abilities

- Exemplary customer service experience.
- Effectively support a diverse group of volunteers and foster families.
- Demonstrated commitment to animal welfare.
- Ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Communicate clearly and effectively both orally and in writing.
- Troubleshoot and solve problems.
- Manage time and multi-task efficiently.
- Organize and prioritize tasks.
- Establish and maintain effective working relationships.
- Remain calm under pressure.

- Pay attention to detail.
- Operate with high professional standards.
- Maintain confidentiality.
- Use a computer and cash register. Must possess a working knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) required.
- Drive a vehicle with a valid Class C California driver's license, including proof of vehicle insurance.
- **Work a non-traditional schedule (Tuesday – Saturday) at the Adoption Center. Nights and occasional days at the Thrift & Gift Shop, as needed.**

Preference given to candidates who possess the following experience:

- Working knowledge of any of the following software and digital platforms:
 - Petstablished
 - Kindful
 - Facebook
 - Instagram

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of three to five years of relevant administrative and/or animal sheltering, animal welfare, or animal rescue experience.

Training:

Equivalent to a high school diploma.

WORKING CONDITIONS

Environmental Conditions:

Animal adoption center indoor building environment with regular time in a gated outdoor area providing care to cats and dogs; works with computers and cash register; uses telephone extensively. Travel to various adoption activities in vehicles, as needed.

Physical Conditions and Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to:

- Sit for prolonged periods of time;
- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Talk and hear;
- Stand and walk;
- Lift and/or move up to 50 pounds; and
- Drive a vehicle for periods of time.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The employee must also have the ability to:

- Pay attention and focus;
- Follow instructions; and
- Listen to and comprehend communication from the Board Treasurer, volunteers, customers, vendors, and members of the community.
- Accept constructive feedback and be willing to make necessary adjustments.

COMPENSATION AND APPLICATION PROCESS

Compensation

- Salary: \$18-\$22/hour, full-time (40 hours/week)
- Health, dental and vision insurance (100% employer paid)
- Short term disability insurance supplement (100% employer paid)
- Term life insurance (100% employer paid)
- Company-sponsored retirement program, following 1 year anniversary
- Paid vacation and sick leave

Application Process

Interested candidates should send the following to amy@mujeres-poderosas.com by August 19, 2022 at 5 pm PST:

- Resume
- Cover letter

If you have questions with regards to the position, contact Amy Wolfe, HR Consultant at amy@mujeres-poderosas.com or 209-499-4091.