

Administrative Assistant

The Wolf Conservation Center (WCC) seeks an Administrative Assistant to manage a variety of administrative and clerical activities that advance the execution of organization goals and objectives. This position will play an integral role in the customer service and organizational strength of the WCC. The Administrative Assistant will provide administrative support, serve as first point of contact for those who reach out to the WCC, and answer and respond to all general calls and emails. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanor. The successful candidate is a proactive, confident self-starter who thrives in a fast-paced environment that values results. This position is ideal for individuals who are looking to enter the field of conservation and learn about wildlife non-profit management from the ground up.

Key Responsibilities:

- Serve as first point of contact for those who reach out to the WCC by promptly answering and responding to all calls, emails, and voicemail messages; and directing visitors, donors, and others to the appropriate staff member.
- Respond to inquiries from WCC's general email accounts.
- Respond to, update, and oversee comments and inquiries on public platforms (e.g. webcam pages)
- Process program registrations over the phone.
- Conduct clerical duties, including filing, maintenance of office supplies and equipment, and mail distribution.
- Prepare documents for meetings and mailings.
- Support of online and print media initiatives.
- Schedule and coordinate some meetings.
- Support Facilities Manager in filling merchandise and sponsorships orders, and assist inventory tracking.
- Assist with implementation of office procedures & policies.
- Assist with special projects within the development department/database manager and in conjunction with the team.
- Executive Support -provide direct assistance to the Executive Director as needed.
- Provide support for Development-related events, which may include occasional staffing support during evenings and/or weekends.
- Professionally represent the WCC, providing excellent customer service to internal and external constituents.
- Adhere to and promote the WCC's mission, core values, and strategic initiatives.

Qualifications:

- Associates or Bachelor's degree, equivalent, or relevant work experience.
- Strong customer service and interpersonal skills.
- Solid computer proficiency, particularly in all Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook.
- Must be able to prioritize, manage, follow through and report on multiple tasks on a regular basis.
- Strong organizational skills with great attention to detail and accuracy.
- Strong written and verbal communication skills.
- Must be able to function in a multi-task environment, both independently and within a team.
- Ability to work occasional evenings and weekends, particularly for events.
- Ability to pass reference and background check.

For consideration, please send a cover letter and resume to careers@nywolf.org.