



## **Program Assistant**

### Location:

South Salem, New York

### Summary:

The Wolf Conservation Center is a 501c3 non-profit organization whose mission is to protect and preserve wolves in North America through education, advocacy and participation in both the Mexican gray wolf and red wolf Species Survival Plan.

The Program Assistant is responsible for supporting WCC educators with program preparation, execution, and cleanup.

### Duties and Responsibilities

- Responsible for pre and post program preparation and wrap up including cleaning and stocking the visitor and classroom areas
- Greet and check in visitors as they arrive and coordinate parking
- Provide support for educators and guests during programs as necessary
- Assist with merchandise sales as needed
- Support program assistant volunteer training and coordination as requested
- Professionally represent the WCC, providing excellent customer service to visitors
- Other duties as assigned

### Qualifications

The ideal applicant will have:

- A Bachelor's degree (B.A./B.S.) from four-year college or university in wildlife conservation, education or similar subject; or two to four years related experience and/or training; or equivalent combination of education and experience.

- A working knowledge of Microsoft Word, Excel, PowerPoint and Presentation Technology (Onsite & Virtual)
- Proven customer service skills
- Strong oral and written communication skills
- Solid organizational skills with an attention to detail

#### Schedule

Approximately 20 hours per week, primarily on Saturday and Sundays. Actual days/hours may vary depending on program offerings

#### Compensation

This is a part-time position. Hourly rate is commensurate with experience

For consideration, please send your cover letter, resume, and compensation expectations to [careers@nywolf.org](mailto:careers@nywolf.org)

The Wolf Conservation Center values diversity and is an equal opportunity employer. Employment decisions are based on applicant qualifications, merit, and business need. Only those applicants under consideration will be contacted.