

Wolf Haven International

JOB ANNOUNCEMENT: Administrative Assistant, Wolf Haven International

Office Location: Tenino, WA

Status: Regular, full time approx. 32-40 hours per week

Compensation: \$15.00 per hour + medical/dental/vision benefits

Closing date: September 1, 2019. Preference will be given to applicants who can start by September 15 or earlier.

Position Summary: We seek a full-time Administrative Assistant. The Administrative Assistant will work directly with the Director of Finance and Administration as well as support Wolf Haven's program departments, the gift shop & merchandise and volunteers. We are looking for an individual with background and/or training in QuickBooks. Raisers Edge and/or QuickBooks Point of Sale experience a plus. Flexible hours, as some evening and weekends may be necessary.

Responsibilities

Data Entry (~30%)

- Processing and entry of receivables in QBs
- Preparing bank deposits
- Credit card processing, daily, weekly and monthly

Reservations (~15%)

- Xola reservation processing via phone and online
- Xola reports

Reception (~15%)

- Answering main phone line
- Greeting visitors
- Processing mail daily

Gift shop (~20%)

- Checking in visitors
- Merchandise sales / cash register
- Provide information to visitors
- Inventory receiving & stocking

Miscellaneous: (~20%)

- Assist with correspondence to members and donors
- Administrative support to education, volunteer, animal care, communication departments
- Processing of webstore orders

Qualifications

- Passion for animals, the natural world and our mission
- QuickBooks experience, QuickBooks Nonprofit & POS experience a plus
- Raisers Edge experience a plus
- Excellent customer service
- Meticulous record-keeping skills and attention to detail
- Demonstrated fluency with technology (e.g., Microsoft Office suite, Google sheets/forms/docs, donor tracking software, etc.)
- Ability to work positively and cheerfully with a diverse staff and volunteers

- Ability to work flexible hours, including some evening and weekends
- Ability to lift 30+lbs and stand for long periods of time

About Us: Wolf Haven International is a globally accredited 501(c)(3) nonprofit organization. Founded in 1982, our mission is to conserve and protect wolves and their habitat. We do this by:

- Providing sanctuary for captive-born, displaced wolves
- Offering a variety of educational programs about wolves & wildlife
- Promoting wolf restoration in historical ranges
- Protecting our remaining wild wolves and their habitat

Located in Tenino, WA we work with a diverse group of partners including other nonprofits, federal, state, and county agencies and municipalities to accomplish our mission. We maintain an office and wolf sanctuary in Tenino, WA.

How to Apply: To apply for this position, submit (as a single pdf):

1. Letter of interest - In your letter of interest, state *1) your experience with these responsibilities and how you meet these qualifications, 2) when you would be available to start work, and 3) permission to contact your references and past employers.*
2. Resume.
3. Contact information (phone and email) for 3 professional references.

Letters of recommendation, writing samples, and college transcripts will be requested for top applicants. Applications must be received by September 1, 2019. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. No phone calls or drop offs please. Email application materials to: **info@wolfhaven.org**.

At Wolf Haven International, we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. We provide equal employment opportunities to all qualified persons without regard to race, religion, gender, age, disability, national origin, sexual orientation, veteran's status or any other protected status. We make employment decisions based on an individual's qualifications, ability to perform the job duties, and contribution to the success of our organization.