



November 16, 2023

Love Animals? Then Come Join Our Team!
...and make a difference in the life of an animal in need by making animal care and protection your job!
Apply for employment at the SPCA Monterey County today!

ADMINISTRATIVE ASSISTANT - Part-time (20 hrs/wk: Monday- Friday 10am-2pm)

This part-time Administrative Assistant position provides day-to-day support to the Senior Management staff. Assist with support of Board of Directors related activities, including creation, production and distribution of monthly board packets. Assist with coordinating calendars, Purchase Ordered and tasks as needed. Prior Administrative support experience preferred. Must possess strong written and verbal communication skills. Must have strong computer skills in Microsoft Office (especially, Excel and Word), Google Apps and Gmail. Salary range for this position is \$21.00 - \$25.00/hour DOE

CUSTOMER CARE SPECIALIST (Fulltime 40 hrs/wk: Wednesday – Sunday, 8:30am -5pm)

We are looking for an outgoing and welcoming Customer Care Specialist, who will be participating in the adoptions and surrenders of hundreds of homeless animals a year in our Pet Adoption and Intake Center. Experience in customer service/hospitality field is required. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this unique position is \$18.50 – \$20.00/hour DOE

FACILITIES CUSTODIAN - Fulltime (Tuesday- Saturday, 8am-5pm)

Ensures that all areas of the SPCA facility are maintained in a clean and presentable manner at all times. Ensures all restrooms are stocked with necessary product at all times. Ensures appropriate levels of janitorial supplies are maintained. Assists in other departments as assigned by management. Ideal candidate will be dependable self-starter, with the ability to learn new duties. Custodian background preferred. Solid work history and ability to work a flexible schedule, including weekends and holidays, required. Must have current California Driver's License. Starting rate for this position is \$21.00-23.00/hour, DOE

The SPCA Monterey County conducts Pre-employment Criminal Background Checks and Drug Screenings

The SPCA Monterey County is proud to offer all of its full time regular employees a comprehensive compensation package, including full medical, dental and vision coverage, life insurance, participation in a tax-deferred 403(b) retirement program, and paid sick, vacation and holiday leave.

PLEASE SEND YOUR RESUME TODAY TO:

SPCA Monterey County, Attn: Human Resources, P.O. Box 3058, Monterey, CA 93942
Fax to: (831) 373-8613, email to: ggaluppo@spcamc.org or visit us on the web at: www.SPCAmc.org



PART-TIME ADMINISTRATIVE ASSISTANT
Job Description

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: VP, Finance/CFO
DATE: April 2023

SUMMARY: Provides administrative support to the Senior Management staff. Assists with support of Board of Directors related activities. Supports and maintains the confidentiality and integrity of organizational communications and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

I. ADMIN SUPPORT

- Provides as-needed day-to-day administrative support for the Senior Staff
- Prepares and submits Purchase orders for Senior Staff
- Assist Senior Staff with correspondence (annual jurisdiction contracts, donor invoicing and communication, follow up with attorneys, etc.)
- Coordinates and provides notice for various staff, Board, and Committee meetings
- Maintains online calendars for multiuse spaces
- Maintains the organizational chart
- Supports events staff during fundraising events
- Maintain contracts files
- Administrative Support for Board Activities
- Assists the President/CEO and Senior Staff with the creation, production, and distribution of monthly Board packets and other Board documents
- Drafts annual Board and Committee meeting calendar
- Prepares and distributes orientation packets to new Board members at the President/CEOs direction
- Updates as needed the Board Prospect Packet, and SPCA Operations Overview document
- Updates Board Roster and Committee listings
- Maintains Board terms matrix

II. PUBLIC IMAGE AND EDUCATION

- Understands and adheres to the goals and objectives of The SPCA and imparts this knowledge to the general public

- Educates the public to the goals relevant to the department
- Possesses, maintains, and communicates those values which are held important by The SPCA and acts in accord with those values when representing The SPCA and when sharing those values with others

III. OTHER RESPONSIBILITIES

- Ensures administrative areas are maintained in a clean, safe, and presentable manner at all times
- Reports all safety and physical maintenance requests to the VP of Human Resources or Maintenance Supervisor
- Actively supports decisions, policies, principles, and beliefs of the SPCA

IV. QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

V. SKILLS AND ABILITIES

- Must have strong computer skills in Microsoft Office (especially Excel and Word), Google Apps, and Gmail
- Demonstrate ongoing ability to maintain effective communication and working relationships with staff, members of the public, volunteers, board and committee members
- Customer service skills are a must (these include: good listener, self-motivation, a calm and pleasing personality, and the ability to communicate with the public)
- General understanding of nonprofit administration
- Demonstrate flexibility, organization, self-motivation, and ability to work independently and as a member of a team
- Ability to maintain confidentiality and file security in all matters
- Excellent oral and written communication skills
- Willing and able to work collaboratively and cooperatively with others to constructively solve problems and resolve conflicts
- Must be team-oriented and communicate effectively with the public, fellow employees, and volunteers
- Willingness and ability to adjust tasks in accordance with changing deadlines and priorities
- Strong organizational skills

EDUCATION and/or EXPERIENCE

- HS Diploma
- Two years of college preferred
- One to five year experience in administrative support

PHYSICAL DEMANDS and WORK ENVIRONMENT: physical demands and work environment characteristics described here are representative of those that must be met (or maybe encountered) by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to sit at a desk and work at a computer with a video display terminal for long periods of time. Will occasionally stand and walk. Ordinary talking, conversational hearing, and the ability to see near and far are constant requirements.
- **WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works indoors, with limited yet possible exposure to loud noises, offensive odors, chemicals, animal parasites, animal food or waste, live and deceased animals, and hostile or aggressive animals.

SPCA Monterey County reserves the right, at any time with or without notice, to alter or change job responsibilities, reassign or transfer employees, or assign additional job responsibilities.

This job description does not constitute a written or implied contract of employment.

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.
