



Tony La Russa's
**Animal
Rescue
Foundation**

Job Title: Assistant to Executive Director
Reports to: Executive Director
Department: Executive
FLSA Classification: Non-Exempt
Updated: August 2017

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

This individual would work effectively with a wide range of customers, including volunteers, donors, administrative staff, development colleagues, media, and friends of ARF. This position would provide high-level administrative support by handling information requests and performing clerical functions such as preparing correspondence with superior writing skills, receiving visitors, arranging conference calls, and scheduling meetings.

Principal Duties:

- Greet and direct office visitors, answer Executive Director's telephone, respond to direct requests for information and/or forward messages to appropriate staff. Make sure the executive office is kept in orderly and clean fashion.
- Manage information and images: write, edit and update information as needed while maintaining hard copy and electronic filing system.
- Maintain Executive Director's master calendar of in-house meetings, media and community events.
- General office duties such as typing. Flow of correspondence, filing, coping, faxing, etc.
- Booking travel and hotel arrangements as needed.
- Maintain and update contacts database as needed.
- Assist in preparation of materials for the Board of Directors, speaking engagements and media interviews.

- Create, review, and edit fundraising and relationship business letters as well as respond to incoming inquiries and opportunities within the perimeters of the Associate Press Style Guidelines.
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Prepare and distribute Board packets.
- Schedule Board meetings and conference calls.
- Record and transcribe the minutes of Board meetings and work with the Secretary of ARF's Board to assure minutes are completed, distributed, and maintained.
- Under direction of Executive Director, communicate with Board members as needed.
- Perform other duties and responsibilities as requested with a sense of humor and team spirit.
- Perform duties in a manner that encourages attainment of goals, contributions and business for Tony La Russa's Animal Rescue Foundation.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to Tony La Russa's Animal Rescue Foundation.
- Responsible for complying with all Federal, State and safety regulations and laws, as well as ARF guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Lift and move objects weighing up to 30 pounds for short distances.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively for short distances throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Sit for long and short periods of time using a computer.
- Communicate via conference calls.
- Drive an automobile.

Education:

- Associate of Arts degree preferred.

Experience, Abilities and Qualities Required:

- Minimum one year executive office administrative support experience is required.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure. Complete knowledge of English grammar required.
- Solid phone skills and appropriate protocol.
- Type 50 wpm.

- Must have superior writing, editing, interpersonal, and written/verbal communications skills; the ability to compose clear and persuasive prose, and ability to multi-task under minimal supervision in a team-oriented, deadline-driven environment; hands-on experience using style guides; familiarity with publication design and/or previous experience working with graphic designers, copy editors, and print vendors; and proficiency with Microsoft Office. InDesign and Photoshop experience is a plus.
- English Language Skills: Ability to read, analyze and interpret complex material. Ability to write in various styles, including correspondence, proposals, speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Directors. Journalism experience a plus.
- Knowledge of Tony La Russa's Animal Rescue Foundation and an interest in and appreciation for the no-kill movement.
- Proven ability to exercise diplomacy and confidentiality in communicating with others.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Mature-minded, good judgment and professional personal appearance.
- Comfortable and skilled in working with a culturally diverse staff, volunteers and community.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years.
- Must be able to pass a background check.

Hours:

Full time: 30 hours per week: 9:00 a.m. – 4:00 p.m. Weekend and evening work may occasionally be required.

Starting Rate: \$18 - \$20 per hour, DOE

To Apply: An employment application is available for download on ARF's Career Homepage and is a requirement for all applications. To apply for this job, please send your cover letter, resume, and employment application to lgill@arflife.org, fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".