April 2021

Job Description:
Administrative Assistant

Position Overview: The Administrative Assistant position is half-time, up to 20 hours per week, to assist with administrative duties such as processing donations, printing and mailing thank you letters, scheduling, acting as receptionist, and other tasks supporting donors and the Executive Director. Founded in 1977, Ventana Wildlife Society is a 501(c)3 non-profit organization committed to conserving native wildlife and their habitats. We successfully recovered a breeding population of Bald Eagles in central California and are in the process of doing the same for California Condors. The organization also leads amazing outdoor education programs for youth primarily in underserved communities and our professional biologists also provide valuable ecological services to a variety of clients to protect wildlife and their habitats.

Job Duties include, but are not limited to:

- Mail thank you letters, pre-approved solicitations, monthly renew letters, Adopt-a-Condor and bronze plaque distribution as part of membership program
- Record all gifts, in-kind included, in membership database
- Prepare deposits
- Assist with preparation of reports and other administrative documents
- Provide weekly updates to email subscriber list
- Provide general admin support, including filing, answering phones, scheduling calendar items and cleaning office

Qualified Candidates will have a strong interest in working for a nonprofit organization and in an office setting. Candidates should also have a fun, but professional, customer-service-based attitude and have an understanding or interest in wildlife, youth camps and/or conservation. Candidates should have experience working in a PC environment using Microsoft Office.

Location:

9699 Blue Larkspur Lane, Ste. 105
Monterey, CA 93940
www.ventanaws.org

How to Apply:

Send resume and brief cover letter to Kelly Sorenson, Executive Director, kellysorenson@ventanaws.org