

## **Pet Prevent a Litter (PALS) of Central Texas Position: Administrative Assistant**

**General Description:** Provides administrative support for the daily operations of PALS programs and for special events, including Pet Fest. This is a part-time position of 1-10 hours per week. At least one regularly scheduled office hour must be held weekly.

### **Duties and Responsibilities:**

#### Program support duties (in order of importance):

Maintain database for donors and issue thank you letters.

Create and send outreach newsletter 4-12 times a year.

Forward email and phone messages to the appropriate recipient in a timely manner.

Perform data entry for programs as directed.

Be available during set hours for volunteers, donors or clients to conduct PALS business.

Create reports for programs as directed.

Occasionally run short errands in San Marcos, such as stopping by a volunteer's home, animal shelter, post office, office supply store, etc.

Provide backup on voucher program: screen voucher applicants, and issue vouchers according to our guidelines.

Assist with adoptions program as needed: maintaining data, contacting adopters, etc.

Keep the office neat and organized.

Ensure an organized stock of PALS literature.

#### Pet Fest special event support duties:

Assist the Pet Fest chairs in carrying out the planning and organizing of Pet Fest (February – October).

Contact vendors, sponsors, and rescue groups to coordinate their attendance.

Must be on hand to work Pet Fest the week leading up to and the day of the event.

**Supervised by:** The Executive committee of the board of directors will provide assignments and ongoing supervision.

### **Qualifications:**

Ability to multi-task

Professional appearance and demeanor

Ability to work occasional evenings and weekends

Excellent communication (both written and verbal), follow-up, and customer service skills

Previous experience in an office setting

This position will work mostly independently, so applicant must be trustworthy: no friends or acquaintances allowed on premises during working hours, no personal business such as texting, non-emergency personal phone calls, answering personal email or Facebook and social media.

Many of our programs are reliant on technology, so applicant must be proficient in computer programs and online usage such as: Word, Excel, Google Drive.

Must have current auto insurance, valid Driver's License and reliable transportation.

To apply, please email [preventalitterpals@gmail.com](mailto:preventalitterpals@gmail.com) by August 31, 2016.

**Acknowledgements:**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_