

Part-Time Office Administrator for Non-Profit

[Assistance Dogs of the West](#)

Santa Fe, NM 87505

\$22.75 - \$23.50 an hour

Benefits

Paid time off

Full job description

IMPORTANT: Applicants must submit a cover letter, resume, and references to be considered. **Applications missing any of these required materials will not be considered.**

Overall Summary

The Office Administrator provides support to ADW staff, donors, students, clients, volunteers, vendors, stakeholders and others having business with the company. This role requires a love of dogs and a desire to help people of all abilities. This is an **in-person, part-time position** with a regular schedule of **Monday through Thursday, 10:00 AM to 3:00 PM**. In addition to the regular work schedule, our organization hosts **two major events each year**. Staff members are expected to attend and assist with these events, which may require **occasional evening hours and one weekend day**.

Essential Functions

- Clerical duties: answering the phone, data entry, filing, email correspondence, mailing program information/newsletters, managing correspondence, scan & archive, shredding and related general office duties, working with Client Liaison on client files and correspondence.
- Manage the registration process for After School and Summer Camp Programs
- Maintain and organize filing system
- Maintain office cleanliness
- Coordinate organizational calendar with ADW staff
- Maintain and update donor database and generate thank you letters for donors
- Maintain database accuracy as well as records for students, clients, constituents, mailing lists
- Coordinate special events
- Coordinate Client Placement Training - onsite or offsite
- Retail sales and inventory tracking

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hand, arms, shoulders and legs in order to care for dogs. The employee must regularly lift and move up to 50 pounds and frequently lift and/or move up to 25 pounds.

Education, Experience and Competencies

- Ability to work in a fast paced, changing environment that requires great flexibility and adaptability
- Proficiency with computers (Mac & PC) specifically Microsoft Word & Excel and online CRM (client relationship management system)
- Logistics experience needed
- Self-motivated and self-reliant
- Strong organizational and multitasking skills
- Able to work independently and with the group
- Outstanding oral and written communication prowess
- Team player

Additional Eligibility Qualifications

Must have a valid driver's license in good standing and maintain current vehicle insurance.
FBI Criminal Background Check
Dru Sjodin National Sex Offender Registry

Work Authorization

Must be authorized to work in the United States

Other Duties

A full job description is available upon request, however, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

Assistance Dogs of the West is an Equal Opportunity Employer

Please ensure that both your cover letter and references are included with your resume, as applications without these materials will not be considered.

Job Type: Part-time

Pay: \$22.75 - \$23.50 per hour

Expected hours: 20.0 per week

Benefits:

- Paid time off

Application Question(s):

- Please include a cover letter and references with your resume when applying for this position.

Experience:

- Office Administration: 5 years (Required)
- Google Workspace: 5 years (Required)
- Microsoft Office: 5 years (Required)

License/Certification:

- Driver's License (Required)

Shift availability:

- Day Shift (Required)

Ability to Commute:

- Santa Fe, NM 87505 (Required)

Work Location: In person