

Cats Anonymous, Inc.
Office Manager
Job Description

Summary

Because Cats Anonymous relies primarily on volunteers, this staff position will be expected to handle a multitude of tasks ranging from very basic and recurring office tasks (such as answering the main phone line), to more complex tasks typical of a management position. Candidates must be able to work independently, be very organized, able to handle a variety of responsibilities on different timelines, prioritize, and be able to identify needs on their own once training has been provided. Assist the board of directors and committee chairs as directed.

This position is 20-30 hours per week and will include both static office hours as well as evening hours /weekend and special events.

This position reports to a Board member supervisor

Duties and Responsibilities

- * Respond timely to phone, email and in-person inquiries and requests; provide answers to common inquiries and direct others to appropriate organizational contact. Be familiar with day to day office operations.
- * Maintain various records including, but not limited to volunteers applications.
- * Receive funds, including donations and process them as directed by the treasurer including receipts and filing.
- * Promptly prepare and send donation acknowledgements as directed.
- * Handle trap check-out & check-ins, including assisting clients with physical transport (?)
- * Assist volunteers helping with office tasks or direct them to the appropriate board member.
- * Prepare key documents and supplies for all volunteer driven events, including but not limited to monthly high-volume spay dates and fundraising events; includes sign-up/recruitment of all volunteers needed.
- *Other responsibilities as assigned by the Board of Directors
- *Contact volunteers and update volunteer list info
- *Assist with marketing materials as requested by board or committees heads

Minimum Qualifications:

TECHNICAL / PHYSICAL

- * Proficient in Outlook/Email; Microsoft Word, Excel and Publisher-MAC/Windows/Data base set-up and maintenance
- * General office skills (use of copiers, fax machines, mail basics, voice mail systems, etc.)
- * Ability to lift 10lbs.
- * Ability to sit at a computer for extended periods
- * Basic understanding of working with PDF and digital image files

PERSONAL

- * Ability to work independently with minimal supervision and follow direction with minimal instruction
- * Self-motivated; demonstrated ability to identify and prioritize work that needs to be done and figure out how to do it without constant direction
- * Excellent organization skills and ability to handle a wide variety of tasks on a daily basis
- * Ability to use internet to research information
- * Accurate and good follow-through
- * Demonstrated excellent written and oral communication skills, particularly via email and telephone
- * Belief in and understanding of CA mission / Trap-Neuter-Return
- * Ability to work some evenings and weekends through the year as needed for special events, board meetings, etc.

Interested applicants should email a resume to Sharon Bauknecht at im4pawssb@new.rr.com by February 10, 2012.