**Blue Ridge Humane Society-**

**Position Description: Operations Coordinator: Full-time, Exempt**

**Executive Assistant**

A dynamic and detail oriented professional to assist the Executive Director in the day to day operations of Blue Ridge Humane Society (BRHS).

**Job Summary**

The main job responsibilities for the Executive Assistant is to assist the Executive Director with day to day operations of Blue Ridge Humane Society. This will include a wide variety of task and duties which demand professionalism and confidentially.

**Responsibilities and Duties**

* Assist the Executive Director with day to day, monthly and annual duties
* Assist with employee HR management, to include: New hire employment documentation, orientation, benefit enrollment and management. Act as the liaison for all employee humane resource related questions or issues
* Assist the Executive Director with property and facilities management
* Manage documentation and reporting of existing Funds and Grants
* Assist and attend with board of director and committee meetings
* Prepare documents and reports for board of director meetings
* Assist in annual budget management
* Organize grant writing research and maintain grant documentation and reporting
* Represent Blue Ridge Humane Society in community by attending non-profit events, chamber meetings and events
* Assist with all Blue Ridge Humane Society Events
* Reach out to community for sponsorship support for fundraising events

**Qualifications and Skills**

* A passion and commitment for the mission of BRHS
* Highly motivated and self-directed
* Highly developed organizational and planning skills
* Highly motivated, self-directed and highly developed interpersonal skills
* Well versed in computer and internet applications to include: Microsoft Office and QuickBooks
* Demonstrates ability to communicate effectively verbally and in writing
* Creative problem-solving and strategic thinking skills
* Must be able to manage a project with goals and deadlines
* Must be willing to have a flexible schedule including some nights and weekends
* Performs other duties or special projects as assigned
* Adheres to company standards and maintains compliance with all policies and procedures

Must have 2years of administrative experience and 2 years of experience of employee management.