

2580 Fair Street
Chico, CA 95928



Phone: 530.894.9066
Fax: 530.894.0726
www.buttehumane.org

Position Title: Administrative Assistant (Internship 12-15 hours per week)

Department: Communications and Development

Reports to: Development Manager

PURPOSE OF THE POSITION: An Admin Assistant Intern is needed to provide support to the Development Manager of the Butte Humane Society. The intern will be expected to perform a variety of duties to relieve the Administrative staff.

DUTIES AND RESPONSIBILITIES:

- Assisting professional staff as needed
- Data entry, typing and filing
- Phone coverage and office reception
- Distribution of incoming mail and faxes
- Assistance with production of newsletter and mailings
- Performing special projects as assigned
- Voice messages system maintenance
- General administrative work
- Updating constituent database
- Maintaining relationship with vendors and general office management
- Assist with offsite events as needed

CONTACTS WITH OTHERS: Will have contact with the general public, outside vendors, shelter employees, volunteers, donors, supporters and board members. Excellent customer service skills are essential to success.

WORKING CONDITIONS: Internship will be in the office environment within the Administrative Office.

WORK SCHEDULE: Work days are flexible but must be communicated with administrative staff through online calendar system and in coordination with Development Manager.

PHYSICAL DEMANDS: Must be able to lift a minimum of 50lbs. Work performed requires sitting for up to 8 hours per day.

REQUIREMENTS:

- Exemplary writing skills; tailoring style to match the situation.
- Excellent customer service skills; both verbal and written.
- Proficiency with Microsoft Office Suite (Word and Excel).
- Data-entry experience and aptitude.
- Ability to multi-task
- Highly organized

This position description does not imply that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.