



**Job Title:** Administrative Specialist  
**Status:** Part Time (10-20 hrs/wk)  
**Classification:** Non Exempt  
**Reports to:** Executive Director  
**Pay Range:** \$18 to \$25 per hour

### **About The Zoo Society**

The Zoo Society is a 501(c)3 non-profit fundraising organization whose purpose is to lend financial support to Point Defiance Zoo & Aquarium (PDZA).

### **Job Summary**

The Administrator Specialist position is a professional, part-time position responsible for handling a wide range of administrative and development duties for The Zoo Society. This position provides support to the Zoo Society's Executive Director, Board of Directors, and development support, as needed.

### **Essential Duties**

#### *Administrative support to Executive Director*

- Maintain calendar and perform scheduling duties including meetings with current and prospective donors, businesses, funders, board members and others.
- Provide support with other correspondence including letters, mail, etc., as needed.

#### *Administrative support to the Board of Directors*

- Act as administrative contact for the Board of Directors and its committees.
- Format and distribute agendas, take notes and type minutes for monthly Board meetings.
- Schedule meetings and secure location; maintain calendar of meetings and notify participants of changes, prepare and distribute meeting materials via email, facilitate meeting room set-up.
- Maintain and file Board documents, including but not limited to Board roster, meeting agendas/minutes/materials, presentations, Board policies, procedures and bylaws, and Board member handbook.
- Support prospective and new Board members by providing materials/information and organizing orientation opportunities in coordination with the Executive Director.

### **Non-Essential Duties**

- Provide support for special projects, events, activities, and donor recognition events as needed.

### **Minimum Qualifications**

- 3-5 years' experience in a similar position(s).

### **Knowledge/Skills/Abilities**

- Advanced level proficiency and experience with word processing, spreadsheets, CRM donor management database & other related business management software.
- Proven Microsoft Office 365/One Drive proficiency required.
- Team-oriented, willing to step in and help wherever/whenever needed to support the organization and be comfortable in a small staff environment.

- Must be able to work under pressure, anticipate project needs, discern work priorities, assess problems, develop solutions, and deploy limited resources effectively and independently.
- Must have the ability to organize and prioritize multiple projects and meet deadlines with little supervision.

### **Physical Factors/Working Conditions**

- Remote and occasional indoor office environment
- Occasional use of personal vehicle, with mileage reimbursement
- Medium lifting of supplies, chairs, tables, etc. (~45 lbs)
- Involves non-regular hours for monthly Board meetings and 2-4 special events per year, which may involve weekends.

### **Application Process**

To be considered for this opportunity, submit a letter of interest outlining your qualifications for the position and a resume by emailing us at [society@thezoosociety.org](mailto:society@thezoosociety.org). Please include your cover letter and resume as PDF attachments to your email and list the position title in the subject line of the email.

### **Compensation and Benefits**

This position is a **10- to 20- hour per week**, non-exempt position. Final compensation is dependent on qualifications.

### **Closing Date**

Until the position is filled.

### **Equal Opportunity**

The Zoo Society is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or other non-related work factor as protected by law.