



Lake Oconee Humane Society

1020 Park Ave, Suite 101 Greensboro, GA 30642

Phone: 706-454-1508 Email: lohs@lohspets.org

Website: lohspets.org

Job Title: Administrative Assistant

Department: Administration

Reports To: Executive Director

FLSA Status: Non-exempt

MISSION AND VISION STATEMENTS

The Lake Oconee Humane Society ("LOHS") is dedicated to bringing people and adoptable companion animals together for lifelong relationships through rescue and adoption programs, while reducing animal over population in our community through affordable spay/neuter programs. We envision a community where every adoptable cat and dog has a safe and loving, forever home, and pet owners understand what it means to be responsible and compassionate for their companion animals.

Summary

The **Administrative Assistant** is responsible for supporting the executive director and staff to promote the lifesaving mission of LOHS. The role involves a wide range of tasks including, but not limited to, volunteer management, coordinating maintenance and service providers, managing databases and record keeping programs and additional duties in accordance with LOHS mission, goals, and philosophy. The ideal candidate will be passionate about animal welfare, have strong communication skills, and a creative mind. Must be able to work in a dynamic, high- energy, team-oriented environment. Must be culturally competent with the ability to have good judgement and tact and enjoy working with a diverse variety of individuals and groups.

Duties & Responsibilities:

- High level of confidentiality with respect to the preparation and maintenance of confidential material and other matters.
- Provide administrative support to the ED including correspondence, scheduling meetings, preparation of meeting materials, follow-up communications.
- Assist with the front desk answering phones, helping the public, and supporting the volunteers.
- Monitor and respond to administrative email and general LOHS email accounts.
- Manage office supplies and maintain an organized, clean space.
- Manage volunteers ensuring all open shifts are filled.
- Assist perspective, new, and current volunteers with questions and concerns in a friendly and professional manner.
- Assist with maintaining volunteer, animal intake and care, and shelter medicine databases.
- Maintain a professional and friendly environment when interacting with the public, volunteers, and staff.
- Assist the Board Treasurer and ED with preparation and reconciliation of financial reports, money handling for services and donations.
- Other duties as assigned.

Qualifications:

- 2 years' experience in an administrative or animal welfare position.
- High school diploma or GED.
- Strong written and verbal communications skills.
- Understanding of the role of volunteerism in a nonprofit setting.
- Proficiency in MS Word, Excel, PowerPoint and Canva.
- Working knowledge of volunteer management database.

Physical Requirements:

- Must be at least 18 years of age.
- Must be able to stand, walk, bend, and stoop frequently.
- Must be able to perform prolonged strenuous physical activity including lifting and carrying objects weighing up to 50 pounds with reasonable accommodations.
- Must be able to work outside in a variety of weather conditions.
- Must be able to work in a high noise level area.
- Requires humane handling of animals and the safe handling of cleaning supplies, chemicals, and equipment in compliance with safety rules and in accordance with SDS rules.
- Flexible schedule to include nights, weekends, and holidays as needed.

LOHS is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DISCLAIMER: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the job description for the **Administrative Assistant** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signature

Date