OFFICE ASSOCIATE – Part Time – Animal Welfare League of Arlington

The Office Associate is responsible for providing administrative and clerical support services in order to ensure effective and efficient operations of the League’s administrative office. The Office Associate is responsible for equipment maintenance, daily paperwork, filing, and preparing documents for management as needed. This is a part time position expected to work three (3) days a week (Monday, Wednesday, and Thursday - 4-5 hours each day. This position is based in Arlington, Virginia.

About the Animal Welfare League of Arlington
Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization. The Animal Welfare League of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships
This position reports to Director of Finance & Administration and works to support a team of two (2) additional staff members (Human Resources Manager and a part time Bookkeeper). The Office Associate will also work closely with League staff, volunteers, and the public.

RESPONSIBILITIES
- Manage voice mail and phone system for the League including maintenance of phone equipment and condensing the current voicemail script
- Maintain billing accounts for all League office equipment and services including janitorial, copier, and postage meter, Comcast, Verizon, Jani-King, and Answerware
- Manage maintenance contracts on office equipment and ensure necessary repairs or replacement parts are received (ESI, Neopost) as well as Bluefin credit card system and onsite vending machine
- File the League’s custody and owner surrender records
- Distribute daily paperwork to various departments on a regular basis
- Take minutes during staff meetings and distribute to all League staff in a timely manner. This includes setting up the room for meetings and providing snacks
- Acts as liaison for alarm system and ensures all staff are trained on how to operate it
- Organize the copier room and sort office supply donations
- Maintain current copier room mailboxes
- Oversee staff holiday party
- All Staff Weekly News: maintain, remind contributors, and post weekly in the copier room
- Yearly kitchen/fridge cleaning schedule and calendars
- Organize Office Cleaning Day
- Coordinate IT shifts and tasks
Office Associate – Part Time

- Act as liaison with computer maintenance vendor, coordinate tasks when IT services technician is on site
- Maintain computer, laptop and tablet inventory
- Maintain server room
- Ensure animal control on-call log tracking is complete and timely
- Create name tags and mailboxes for employees
- Add and remove alarm codes as needed
- Order uniforms, polos, and fleece vests for staff and maintain Lands’ End business store
- Order business cards and name plates for new staff and staff transitions
- Ensure desk/computer/phone set up for new staff
- Schedule staff vaccinations upon new hire as well as bi-annually for current staff
- Maintain spreadsheet with current staff vaccines history along with hard copies of vaccine records
- Maintain and update staff contact list, phone extensions and org chart
- Other duties as deemed necessary and consistent with the mission of the League

Required Qualifications
- Two plus (2+) years of professional work experience in a similar role, preferably in an animal welfare environment
- This position requires the individual to be self-directed while also being able to take direction well from a variety of managers
- Ability to pass a background clearance
- Knowledge of office systems
- Familiarity with office management procedures and basic accounting principles required
- Ability to work comfortably with and around animals in the office
- Passion and commitment to the ethical treatment of animals and the mission of the League
- Excellent people and customer service skills, pleasant demeanor, patient and professional
- Demonstrated ability to engage and inspire
- Detail oriented with proven organizational and follow through skills, capacity to work well under pressure in an ever-changing environment
- Highly resourceful, flexible, and a strong work ethic
- Able to set priorities and manage a variety of personalities
- Strong computer literacy and excellent knowledge of MS Office, Word/Excel and Google platform

 Desired Qualifications (helpful but not required)
- Experience in the field of animal welfare or animal shelter
- Experience with “hands on” nonprofits
- Experience working with PetPoint
- IT knowledge is a plus

Personal Characteristics
- Enthusiasm and energy to make the workplace an enjoyable place to be
• Ability to work independently as well as with others in a wide variety of circumstances and with a diverse group of individuals
• Energetic, hard-working, and collaborative
• Positive and professional image in representing AWLA, both internally and externally
• Discretion with confidential information

Travel Requirements
There is no travel associated with this position.

Typical Physical & Mental Demands
Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed animals, and could be subject to bites and scratches. May be required to lift heavy items (possibly up to 25 lbs) or animals and be physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals and wildlife. May be required to receive rabies prophylaxis vaccine, hepatitis-B, and tetanus vaccinations.

Compensation
This is a part time, non-exempt, hourly position with medical, dental and vision benefits (available for purchase at a 50% discount rate) as well as pro-rated holiday, vacation and sick time. The compensation for the position is within the AAWA median range at $14.25 per hour.

To Apply
Please submit the following application materials to Claudia West at jobs@awla.org with Office Associate (part time) in the subject line:
• A thoughtful cover letter describing your interest in the position and relevant experience/qualifications – please also include your part time availability in your cover letter
• Current Resume
• Salary Expectations

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled.

No phone inquiries, please.