



## Dane County Humane Society Volunteer Position Description

Job Title: **DEVELOPMENT ADMINISTRATIVE ASSISTANT**

Reports to: Development & Marketing Coordinator

Trained by: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by assisting with daily Development Department activities including data entry, preparation of mailing materials, and miscellaneous administrative projects.

### Duties and Responsibilities:

#### A. Data Entry

- Input and maintain data in Raiser's Edge donation database software
- Import and export data into/from PetPoint animal management software data
- Input data into Constant Contact email software program

#### B. Mailings

- Assist with weekly mailings including thank you letters, membership renewals, adoption follow-ups, and other mailing pieces to individuals in our community. Tasks include folding, stuffing, sealing, and sorting from 15 to 300 pieces.
- These projects can be done at home any day of the week and brought back to the shelter

#### C. Miscellaneous

- Cutting paper, laminating, or sorting materials
- Internet research
- Follow up phone calls

### Requirements:

- Minimum age of 18 years old
- Strong knowledge of Word and Excel
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Strong organizational skills and ability to manage and complete a variety of tasks
- Friendly and positive attitude
- Ability to sit for up to two hours

### Schedule and Commitment:

- Training is one-on-one
- Participate in ongoing evaluation program.
- Shifts available between 8am-5pm Saturday, Sunday or Wednesday; 8am-7pm Monday, Tuesday, Thursday or Friday
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months. If desired, shifts can be longer.