

Position Description

Ross Park Zoo
185 Park Ave
Binghamton, NY 13903
(607) 724-5461
rossparkzoo.org



Department: Administration
Position Title: Administrative Coordinator
Reports To: Executive Director
Category: Regular; Part-Time
Salary: Non-Exempt; Varies based on experience

Position Summary

The Administrative Coordinator provides critical support to the senior leadership team and is tasked with ensuring timely and accurate dissemination of information between the Executive, senior management, staff, Board of Directors, volunteers, and other stakeholders. The Administrative Coordinator's primary focus is on supporting the needs of leadership team around disseminating and accessing information.

The Administrative Coordinator will typically work 30 hours per week Monday through Friday. Hours and schedule may vary slightly depending upon the need of the organization. Occasional weekend, holiday, and evening hours may be required to support zoo programs and special events.

Essential Duties

- Maintain accurate and up-to-date information on the zoo's print materials, website, social media, and phone system to include, but not limited to, information on hours of operation, events, programs, and animals by regularly obtaining updates from Administration, Animal Care, Facilities, and Visitor Experience.
- Manage internal communications in a timely and accurate manner. This includes but is not limited to processing of incoming and outgoing mail, weekly staff newsletter, and staff and board meeting agendas, notices, and minutes.
- Manage the Executive Director's schedule and schedule meetings on behalf of the Executive Director.
- Make travel arrangements for staff as requested by the Executive Director.
- Track and maintain campus-wide office supply inventory.
- Take minutes during staff and board meetings including committee meetings.
- Create and facilitate the implementation of an organization-wide record management system to include both physical and digital records and recordkeeping systems including the organization's Google Drive. Maintain the record management system by supporting user training and regularly evaluating and monitoring of the system.
- Assist with special events and other tasks as needed.

Required Knowledge, Skills, and Abilities

- Minimum of 2 years of prior experience as an Administrative Coordinator, Personal Assistant or similar role
- Strong communication skills, both written and oral, and a firm command of the English language. Multilingual is a plus.
- Must be proficient in Microsoft Office, Google Docs and Sheets and be able to learn new software used by the zoo such as CharityProud and Constant Contact.
- Contribute to the development, management, and accountability of the organization's budget, and adhere to purchasing procedures.

- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action.

General Requirements

- Must be able to perform basic mathematics.
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Southern Tier Zoological Society's employee manual.
- Must submit to and pass a background check.

Employee Acknowledgement

I, _____, understand this position description in no way states or implies that these are the only duties I may be asked to perform as an employee. I will be required to follow any other instructions and perform any other lawful duties as requested by my supervisor. I understand this position description does not constitute a contract of employment and that the company may exercise its employment-at-will-rights at any time.

Employee Signature

Date

Supervisor's Signature

Date