



JOB ANNOUNCEMENT

Office Assistant

Prison Pet Partnership in Gig Harbor is looking for a talented individual for a part-time position as **Office Assistant**. The qualified individual will provide support to daily operations of pet boarding and grooming facility and provide administrative support to the Executive Director and Vocational Education Program Manager, including but not limited to, recordkeeping, and light bookkeeping duties,

Minimum Qualifications

- Minimum education: high school diploma or equivalent
- 2 years of clerical experience preferred

Knowledge, Skills and Abilities

- Strong organizational and problem solving skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a member of various teams
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications, e-mail and social media
- Ability to work with animals, offenders, staff, volunteers, clients, management and the public in a variety of situations
- Ability to work efficiently under pressure and willingly accept responsibility
- Excellent written and oral communication skills

Some evening and weekend work required. Starting wage \$14 per hour. Work environment is inside the Washington Corrections Center for Women. This is a part-time, 20 hour per week position. Please submit cover letter and resume with "Office Assistant" in the subject line to info@prisonpetpartnership.org Position closes September 2, 2016



Job Title: Office Assistant

Reports to: Executive Director and Vocational Education Program Manager

General Description:

The Office Assistant's job is to provide support to the Executive Director and Vocational Education Program Manager by assisting with daily operational, recordkeeping, and bookkeeping tasks. This is a part-time, 20 hours per week, non-exempt position. Some weekend/evening work is required for special events.

Key Responsibilities and Accountabilities:

Administrative Support

- Responsible for all recordkeeping and filing for the Executive Director
- Assist with bookkeeping tasks such as deposits, credit card reconciliation and filing.
- Assist ED with communication and coordination of meetings with board, board committees, Department of Corrections Staff, and PPP staff.
- Assist with the creation of organization's public relation materials such as website, brochures, social media content, newsletter and annual report

Vocational Education Support

- Provide on-site assistance with daily operations of boarding and grooming facility including processes and procedures set forth by PPP and the Department of Corrections
- Assist with recordkeeping for vocational education program
- Assist offender clerks with return calls to clients
- Provide support, training and coordination of Voc. Ed program volunteers
- Provide support to Voc Ed Program Manager with scheduling of offenders for classes and work
- Assist with transport of boarding and grooming dogs to and from vet and/or to and from public access when needed.

General

- Process incoming and outgoing mail
- Respond to inquiries about PPP via phone, email, and mail with tact and thoughtfulness
- Coordinate and conduct tours
- Responsible for procurement of supplies
- May be asked to represent the program for public functions or speaking engagements
- Attendance at occasional special events is required and may require evening or weekend work

- Oversee maintenance of PPP vehicle and track its usage
- Contribute to the success of the program by meeting organizational competency expectations, continuously learning, and by performing other duties as needed or assigned

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- Ability to work independently and as a member of various teams
- Skill and competence in the use of personal computers including, but not limited to, Microsoft Office applications, e-mail and social media
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Other Requirements

- Valid Washington State driver's license
- Must meet any requirements established for this position by the Washington State Department of Corrections

Physical Demands

The employee in this position may find themselves lifting/moving items up to 40 pounds. This position also involve handling dogs and cats of all sizes with varying degrees of training.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is Prison Pet Partnership's policy to base hiring solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.