

# ADMINISTRATIVE ASSISTANT FORT WAYNE ZOO



JOB DESCRIPTION

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**Position Title:** *Administrative Assistant*  
**FMLA Status:** *Nonexempt*

**Supervisor Title:** *Vice President of Finance and Business Development*

## PURPOSE

The Administrative Assistant provides clerical, organizational, and logistical support to the Executive Director, assisting with document preparation, calendar appointments, meeting setup, and additional administrative functions. The Administrative Assistant also maintains organization of office spaces and assists Vice Presidents as needed. This position also strives to embody the Zoo's values at all times, contributes to positive guest experiences, and performs other duties as required.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

- Helps organize calendars, mail, and other support for the Executive Director and Vice Presidents.
- Organizes Compass and Course calendar appointments and supporting materials.
- Assists the Executive Director and Vice Presidents with various administrative projects and documents.
- Coordinates lunch orders and room setup requests for various staff and business meetings.
- Creates, formats, and/or finetunes Word, Excel, and PowerPoint files for presentation.
- Prepares letters, documents, and cards for distribution or mailing.
- Processes credit card receipts and submits invoice purchase orders for the Executive Director as well as Vice Presidents as needed.
- Assists the Executive Director with the department budget.
- Provides back-up coverage for Zoo-wide room reservation calendars.
- Assembles the weekly list of morning announcement content.
- Posts memos or communication messages in break areas as requested.
- Maintains organization and presentation of common office areas, including mailboxes, lobby, and kitchenette.
- Assists with organization of office supplies and communication of order needs.
- Performs various administrative duties as assigned and cross trains on other administrative office functions to provide support as needed.
- Supports the Zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for team members, volunteers, guests, and supporters.
- Assists with special projects and helps other team members as needed.
- Actively contributes to positive guest experiences.

## EDUCATION AND EXPERIENCE

*To perform this job successfully, an individual must have the following education and/or experience.*

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- High school diploma or GED is required.
- One year of administrative, clerical, organizational, or related experience is required.
- Demonstrated expertise and proficiency in Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) is required.
- Valid driver's license is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Excellent organizational skills with strong attention to detail.
- Ability to recognize confidential matters and maintain discretion.
- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to make independent decisions and manage time effectively.
- Knowledge of Microsoft Office software.
- Strong organizational skills.
- Knowledge of general office procedures and practices.
- Knowledge of correct grammar and sentence structure.
- Ability to work a flexible schedule as required to successfully perform the requirements and functions of the position.
- Ability to handle confidential information.
- Ability to understand and follow all safety regulations.
- Ability to track and manage multiple tasks and priorities.
- Ability to arrive at work when scheduled and maintain a positive attendance record.
- Ability to serve as a goodwill ambassador, in every respect and at all times, for the Fort Wayne Zoological Society and the Fort Wayne Zoo in contacts with guests, partners, and the community.
- Ability to deal tactfully and politely with guest questions and misbehavior.
- Excellent communication skills to establish and maintain effective working relationships with team members, volunteers, partners, and the community.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to read reports, receipts, and other statements.
- Ability to properly lift and carry light supplies and materials.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.

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