



## Position Description

December 28, 2021

**Job Title:** Executive Assistant

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Location:** Administrative Office, 4606 N. Centerview Drive, Suite 240

**Hours:** 9:00 am – 5:00 pm (Monday through Friday) (some projects do require later hours or weekends)

**Posting Closes:** When Filled

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**Organizational Overview:** San Antonio Pets Alive! (SAPA!) is a private nonprofit organization that saves the lives of dogs and cats that find themselves at San Antonio Animal Care Services by no fault of their own. Last year SAPA! saved the lives of more than 5,000 dogs and cats by finding them loving adoptive families, placing them in foster homes, and transporting them to other communities across the country. In addition, SAPA! provides necessary medical services to ensure each pet is healthy and happy.

**Summary of Position:** The Administrative Assistant is a full-time position, reporting to the Executive Director. This position is responsible for providing day-to-day support for the Executive Director and provides administrative support to the Senior Community Engagement Director. The individual in this role must be able to manage a variety of projects at once and be able to anticipate needs of the Executive Director and Senior Director of Community Engagement. The individual in this role has access to confidential information and needs to be able to exercise discretion at all times.

**Responsibilities:**

- Provide administrative support to the Executive Director and Senior Community Engagement Director
- Familiar with Sharepoint and setting up an organizational Sharepoint system

- Act as the point of contact at the administrative office for vendors, employees, and other external partners
- Manage information flow in a timely and accurate manner
- Manage Executive Director calendar and schedule meetings
- Maintain financial files
- Attend meetings and take minutes as assigned
- Act as an office manager by keeping up with office supply inventory, office maintenance, and setting up meeting rooms
- Prepare reports, PowerPoint presentations, and board documents
- Order supplies for each SAPA! location
- Serve as the human resources liaison ensuring all new hires are processed efficiently and scheduled for orientation
- Serve as back up staff for Petco adoption center while employees are on PTO
- Perform other job-related responsibilities as assigned
- Manage a variety of job responsibilities and have a positive upbeat attitude

**Minimum Qualifications:**

- Bachelor's degree in finance, business or relevant field or 5 years of experience in a similar position
- Strong attention to detail
- Must be able to keep information confidential
- Proficiency with spreadsheet applications
- Must have excellent computer, grammar, and organizational skills
- Strong analytical, problem-solving, time management, and process improvement skills
- Previous experience in non-profit organization required
- Conveys optimism and demonstrates resilience. Recovers quickly from set-backs and overcomes obstacles
- Organized yet flexible. Willing to pivot or adjust plan to respond to changing priorities or the needs of the animals
- Must be able to use discretion when dealing with confidential information
- A passion for San Antonio Pets Alive!'s mission

**Physical Requirements:**

- Must be able to lift 25 pounds and sit or stand for extended periods of time.
- Must be able to bend, stoop, push, pull, twist, kneel, throughout the day.

**How to Apply:**

Please send resume and cover letter to: [Rebecca.mayberry@sanantoniopetsalive.org](mailto:Rebecca.mayberry@sanantoniopetsalive.org)

All SAPA! employees are held accountable to the organizational core values.

- **Stewardship.** We are caretakers of the dogs and cats we save. Our stewardship also extends to the gifts we receive, our reputation and the goodwill of our community.
- **Integrity.** We believe integrity drives us to be honest and responsible in our actions and communications with our team and the general public.
- **Excellence.** We strive for excellence and efficiency in every program we implement, ensuring the best care for the dogs and cats we save and the families who love and adopt them.
- **Respect.** We treat all animals and people with dignity and kindness.
- **Lifesaving.** We believe that life is precious. We work tirelessly with compassion, care, and love to save the lives of dogs and cats and to do what's best for the animals, adopters and fosters.

/Administrative Assistant