



WILDLIFE CENTER OF VIRGINIA

Job Description: Operations Assistant

Directly supervised by the Operations Manager

The Operations Assistant is responsible for assisting with day-to-day management of the Wildlife Center of Virginia (WCV), including Human Resources practices and file management, financial processing, event planning and logistics, internal communications, and other administrative support. The Wildlife Center of Virginia is a non-profit organization, working locally, nationally, and internationally.

The operations assistant reports to the Operations Manager. This is a full-time, on-site, non-exempt position.

Responsibilities:

Human Resources

- Assist with basic human resources practices, including hiring processes and benefit programs.
- Orient new employees on office policies and procedures.
- Assist with administrative aspects of employee benefit programs [e.g., health insurance, retirement, and medical reimbursement accounts] and explain policies and procedures to staff.
- Maintain employee policies, employee handbook, and personnel files.

Financial

- Prepare monthly financials and accounts payable paperwork for contract accountant.
- Process payroll and retirement contributions bimonthly.
- Process bank deposits and ensure coding is correct.
- Manage employee expense reports.
- Assist auditors with preparation of annual audit.
- Assist with preparation of annual budget and monthly and departmental allocation of incomes and expenses.

Administrative

- Responsible for gathering, editing, and distributing weekly and monthly departmental summaries and reports to all staff members.
- Maintain inventory of office supplies.
- Assist with daily post office pick-ups.
- Assist the Development team with special in-house mailings throughout the year; back-up processing of contributions.
- Other administrative responsibilities supporting the Operations Manager and the Center's work.

Event Support

- Working with development and outreach teams, provide event-planning support for the Center's annual gala, conference, open houses, and other events.



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- Depending on the scope of the event, responsibilities may include handling registration, maintaining online event management software, managing catering needs, assisting with programming needs, and other logistics.

Position Requirements

- Demonstrated ability to handle diverse, complex tasks independently, efficiently, accurately, and under time constraints.
- Experience with Microsoft Office applications and other office technology.
- Excellent organizational and administrative skills.
- Familiarity with bookkeeping and accounting practices.
- Familiarity with human resources issues and practices.
- Initiative and creativity in handling assignments and problem solving.
- Ability to organize, set goals, and meet deadlines; attention to detail.
- Must have an interest in wildlife, the environment, and conservation education.
- Be professional in appearance and demeanor for both workplace and donor interactions.
- Must be fully vaccinated for COVID [both vaccine and boosted when eligible].
- Current driver's license; clean driving record.

Salary & Benefits: Commensurate with experience and credentials, ranging from mid- to upper 30k annually.

Benefits include:

- Eligible for Center's health insurance plan; Center pays half of employee's premium.
- Paid sick and vacation/personal leave after first three months of employment.
- Pension plan and employer match to qualifying full- and part-time employees.

To Apply:

Please email a cover letter and résumé, to:

Amber Buck
Operations Manager
abuck@wildlifecenter.org

No phone calls, please.

The Wildlife Center of Virginia is an equal opportunity employer.