



Administrative Assistant

Purpose: The Administrative Assistant supports our Marketing and Development team to broaden outreach in local communities.

Location: This role works out of the Oakland shelter located at 8323 Baldwin Street Oakland, CA. Parking is available on-site. Potential for remote work as well.

Key Responsibilities:

- Projects come up throughout the year that our development and marketing team needs assistance with. Tasks typically included data entry, making rsvp phone calls for events, and various other administrative and organizational tasks.

Time Commitment:

- Shift length varies from 2-3 hours with most shifts during business hours: Monday – Friday from 9am-5pm.
- Commitment of at least one shift per month.

Training & Support:

- Must attend the East Bay SPCA's New Volunteer Orientation.
- One-on-one staff training is provided.
- The Marketing and Development teams are responsible for setting up projects and tasks involved.
- The Volunteer Services Manager is available for questions and assistance.

Requirements & Qualifications:

- At least 18 years of age.
- Strong communication and organization skills.
- Be enthusiastic and positive while providing excellent customer service.
- Familiarity with using databases, data entry, and Microsoft Office Suite.
- Computer, email, and internet access. You will have access to an online account to manage your schedule. We also communicate shelter schedule changes, training opportunities, and policy updates through email.
- Animal interaction or socializing is not permitted on this shift. You must attend an animal care training shift before you are eligible to work directly with animals.