



Avian Haven

Administrative Associate

Avian Haven is a nonprofit organization specializing in the rehabilitation of sick, injured, or orphaned wild birds. The organization was founded in 1999 with a facility located in Freedom, Maine. Wild birds, including endangered and threatened species, are accepted from areas throughout Maine, as authorized by state and federal rehabilitation permits. Avian Haven receives patients from dedicated volunteers, members of the public, veterinarian referrals, Maine wildlife biologists and game wardens, and other rehabilitators.

POSITION INFORMATION:

Job Title: Administrative Associate

Reports to: Interim Executive Director

Compensation: \$20 per hour (non-exempt)

Hours: Part-time, up to 30 hours per week

Anticipated start date: Immediately

POSITION SUMMARY:

The Administrative Associate is responsible for the administrative functions of Avian Haven. The Associate will report to the Interim Executive Director in daily duties and responsibilities and work in tandem with admissions, facilities, clinic, and rehabilitation staff, and interns and volunteers, to further the mission of rehabilitating Maine's wild birds. The Administrative Associate must have excellent communication and collaborative skills with volunteers, interns, coworkers, and the public.

PRIMARY RESPONSIBILITIES:

- Process invoices and disbursements, maintain online bill pay, and record transactions in QuickBooks online
 - Communicate with and maintain working relationships with vendors and contractors
- Donor data management, including record donor contributions, generate thank you and tax letters, and update donor records
- Help coordinate social media platforms and create thoughtful and effective monthly newsletters that dovetail with social media efforts
 - Support the Interim Executive Director with communication and fundraising efforts, including appeals, social media and email campaigns, and outreach
- Prepare and submit biweekly payroll
- Collaborate on logistics to coordinate volunteers and interns
- Partner with the Facilities Manager to ensure projects, safety, and inventory are well maintained
- Assist in the documentation and development of new and existing policies and procedures
- Collaborate with team members on other projects and workflow as needed
- Attend Board meetings to take minutes

GENERAL RESPONSIBILITIES:

- Coordinate, attend, and participate in manager and staff meetings
- Maintain professional and timely email correspondence from an assigned Avian Haven email account

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- Perform other duties, as assigned, to ensure a positive public image, enhance the operations of the organization, and improve the quality of life for birds in the organization's care
- Follow all Avian Haven social media policies

QUALIFICATIONS:

- Bachelor's degree in business administration, nonprofit management, or equivalent experience
- 2 to 5 years of experience with a non-profit organization
- Proficiency with donor database management (Little Green Light), collaboration toolsets (Google Workspace and Microsoft 365), and financial management software (QuickBooks online)
- Experience with social media management (Facebook, Instagram, LinkedIn)
- Ability to work independently and collaboratively as part of the team
- Strong written and verbal communication skills
- Attention to detail, accuracy, and timeliness in all work
- Strong interpersonal skills to interact positively with all employees, volunteers, interns, and public
- Experience with wild birds is an asset but not a requirement

Application Instructions: To apply, please submit as a PDF attachment a letter of interest, a resume, and three references to: admin@avianhaven.org. Deadline for application is Friday, May 31, 2024. Applications submitted after May 31 will be reviewed on a rolling basis until the office determines applications will no longer be accepted.