

Sawgrass Nature Center & Wildlife Hospital

3000 Sportsplex Drive Coral Springs, FL. 33065
(954) 752-WILD (9453) www.sawgrassnaturecenter.org

Mission Statement: To educate the public about South Florida's wildlife, natural history and environment; rehabilitate injured and orphaned native animals; and promote healthy outdoor activities.

IMMEDIATE JOB OPENING FOR: Volunteer Coordinator, Social Media Coordinator and Administrative Assistant

Reporting directly to the Executive Director or his/her designee, the Administrative Assistant is responsible for overall administrative function of the nature center office by coordinating, delegating, and performing tasks to maintain an organized, professional and efficient operation.

Duration: Part Time Regular

Work Schedule: Tuesday, Wednesday and Friday 9 am to 5 pm
Saturday 10am to 3pm
(will need to work special events)

Volunteer Coordinator

- Recruit, train and support volunteers for all non-hospital volunteer positions.
- Solicit and coordinate service work days, staff outreach booths and events with volunteers.
- Maintain the volunteer list for both active and inactive volunteers.

Social Media Responsibilities:

- Maintain social networks such as Facebook and Twitter.
- Maintain SNC Website.
- Create and send out the monthly newsletters.

Administrative Assistant Responsibilities:

- Maintain the business database.
- Perform bookkeeping and other clerical and marketing related tasks.
- Acknowledge donations and send other correspondence.
- Answer phones and greet guests - advising them of the history of the Center, programs available, upcoming events and service opportunities.
- Assist with fundraisers and special events.
- Assist the Executive Director in the completion of his/her duties.

Position Requirements:

Effective communication skills, both written and verbal.
Resourcefulness to solve problems and find answers independently.

A working knowledge of Microsoft Products (Word, Excel, Publisher, Power Point)

A working knowledge of Facebook.

Ability to manage multiple projects simultaneously.

A positive, outgoing and pleasant demeanor.

A current, valid driver's license and own transportation.

Willingness to help in other areas when the needs arrives, including education programs.

A background check will be required.

Please send resume to:

Sawgrass Nature Center & Wildlife Hospital

Attn: Dotty Molski

3000 Sportsplex Drive Coral Springs, Fl. 33065

or E-mail to: dotty@sawgrassnaturecenter.org