Sanctuary One Program Assistant Job Description

Position Title: Program Assistant
Reports To: Program Manager
FLSA Status: Exempt, Permanent, Full-time
Category: Non-resident Employee

SUMMARY: This position will be responsible for assisting several of Sanctuary One’s core programs (Public Tours, Service-Learning, and Field Trips).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
● Assist with maintaining and enhancing existing Educational and Service-Learning (SL) partnerships; work to cultivate additional partnerships
● Plan and implement activities for SL groups; emphasis in these activities will be in our prime mission areas of care for people, animals, and the earth
● Develop standard curriculum/lesson plans for use with educational groups
● Assist with maintaining and enhancing existing Field Trip contacts; work to increase field trip registration
● Assist with front garden, vegetable garden, orchard area and composting area
● Help maintain records of program activities including number of participants served, and produce monthly report
● Lead public, educational, and SL tours
● Provide support in other areas of farm operation as needed, including interns, volunteers, general office help (answering phones, emails, and walk-in inquiries) and animal-care activities
● Other duties as assigned

MINIMUM QUALIFICATIONS
● Bachelor’s Degree in related field, or at least two years of experience in a similar position
● Spanish Bilingual
● Prior farm experience preferred, with basic knowledge of care and feeding of domesticated animals
● Demonstrated ability to work as a team member with colleagues at all levels
● Display excellent interpersonal and customer-service skills with diverse audiences
● General knowledge and skills in word processing, data management, communications, and social media (including, but not limited to, Word, Excel and PowerPoint)
● Ability to write legibly, follow verbal and written instructions, and perform basic math
● Demonstrated ability to work independently with minimal supervision and show evidence of good judgment
● Must be able to perform physical labor in all kinds of weather conditions and must be able to lift up to 20 pounds and occasionally as much as 70 pounds
● A demonstrable commitment to maintaining confidentiality and security
● Must possess a current, valid driver’s license and current Oregon auto insurance
● Must successfully complete a Criminal History Check