



## Sanctuary One Program Assistant Job Description

**Position Title:** Program Assistant

**Reports To:** Program Manager

**FLSA Status:** NonExempt, Permanent, Part-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:

- 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 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
- 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), gardens, 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 preferred
- 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