



Sanctuary One Program Assistant Job Description

Position Title: Program Assistant

Reports To: Program Manager

FLSA Status: Non-Exempt, 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:

- Plan and implement activities for Service Learning (SL) groups; emphasis in these activities will be in our prime mission areas of care for people, animals, and the earth
- Lead public and educational tours
- Assist with educational field trips
- Provide support in other areas of farm operation as needed, including interns, volunteers, general office help (answering phones, emails, and walk-in inquiries) as well as garden and animal-care activities
- *Other duties as assigned*

MINIMUM QUALIFICATIONS

- At least two years of experience in a similar position
- Spanish Bilingual preferred
- Prior farm or garden experience preferred
- 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