



AVAILABLE POSITION:

Administrative Coordinator

New Hampshire Humane Society, Laconia, NH

New Hampshire Humane Society seeks an energetic professional to serve in a key role supporting administrative responsibilities within the organization. The selected candidate will share our vision of making New Hampshire Humane Society an even more vibrant, inclusive, and compassionate workplace. Our goal is to continue to enrich the communities we serve.

Administrative Coordinator Summary

New Hampshire Humane Society is looking for an organized, outgoing Administrative Coordinator. In this position, you will assist with a variety of clerical and administrative duties. The new Administrative Coordinator position is a key administrative role which has been created to provide support to the Executive Director, Senior Director, and the entire team. The position will work collaboratively with other management as requested by the ED to build on New Hampshire Humane Society's success and reputation. Since you will be the first person clients see as they walk through our door, we are looking for an individual who can maintain a professional appearance and demeanor at all times.

General duties include scheduling, responding to voicemails and emails, basic social media support, email and postal mail support, donor and client communication, event support, and other responsibilities assigned by the Executive Director.

Select Duties and Responsibilities:

- Love of animals and general compassion and kindness.
- Professional in demeanor, behavior, presentation, and in all forms of communication.
- Pleasant and professional behavior at all times paired with a drive to accomplish goals.
- Ability to maintain professional boundaries.
- Experience and skill in multitasking and execution of projects with competing timelines.
- Strong written and verbal skills.
- Answer phones, take messages, and offers approved answers to FAQs.
- Respond to emails and manage mail correspondence.
- Greet clients and visitors and help refer to appropriate staff.
- Help maintain organization operational calendar.
- Assist with invoicing and donor/business partner communications.
- Perform data entry and filing tasks.
- Manage inventory of facility supplies.
- Perform other clerical tasks as needed/requested.

Requirements and Qualifications

- Administrative or clerical experience strongly preferred.
- Computer and technology proficiency required.
- Good organizational and time management skills required.

Job Structure and Compensation: Part-Time Hourly or salaried compensation will be competitive and commensurate with experience. Full-time employment includes a comprehensive and extremely generous benefits package. Whether full-time or part-time, consistency is essential. We are specifically seeking someone for Thursday – Sunday 11AM-5PM (24 hours weekly). A full-time schedule is preferred and would include a variety of other duties.

Timing: Immediate Opportunity

Location: The Lake Region of New Hampshire has much to offer. Laconia is the gateway to the picturesque Lakes Winnepesaukee and Winnisquam and the White Mountains.

Anti-Racism / Diversity Statement: New Hampshire Humane Society fosters relationships within a broad spectrum of the community and across the civic sector. We seek to further break down barriers, create opportunities and partnerships, and weave an increased kindness and humane actions into the fabric of the region. We advocate for a fair and inclusive community working to eliminate biases in our culture related to animals and the people who love them. We plan to leverage our greatest strengths and are investing in our internal culture, specifically our racial and gender equity practices. We seek candidates who embrace social justice, equity, and inclusivity. New Hampshire Humane Society is committed to building a team that reflects the diversity of our country. People of color, LGBTQ+ community members, and other under-represented groups are strongly encouraged to apply. All are welcome and valued here.

About New Hampshire Humane Society

Founded in 1900 by M. Jennie Kendall, the NH Humane Society was formerly known as the Women's Humane Society. Originally located in Nashua, NH, the organization worked tirelessly for the welfare of women, children, and animals.

A significant part of our mission is about second chances. We are dedicated to finding responsible, caring forever homes, and providing shelter for lost, abandoned, and unwanted animals. We advocate for animals as a means for speaking for those who cannot speak for themselves. We implement educational programs and provide services to promote responsible pet ownership and the human-animal bond. We work tirelessly to prevent cruelty to animals and to evolve our region to be an even kinder and more humane community.

To Apply:

Email a position-specific letter of interest and résumé to Charles Stanton, Executive Director at Charles@NHHumane.org with "Administrative Coordinator" in the subject line. No calls, please. Someone will respond by email to all candidates as soon as possible.