



Job Description

Position Title:	Assistant to the Department of Chimpanzee Behavior & Care
FLSA Status:	Non-Exempt
Position Reports to:	Director of Chimpanzee Behavior & Care
Full Time/Part Time:	Full-Time
Creation Date:	July 2021

Organizational Mission and History

Save the Chimps operates the largest chimpanzee sanctuary in the world. Located on nearly 150 acres on the Treasure Coast of Florida, the Sanctuary provides lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade. The chimpanzees are cared for by approximately 60 professional caregivers and support staff, and the organization's operating budget is approaching \$6M annually.

Position Overview

The Departmental Assistant is an administrative role that coordinates much of the daily activity within the Department of Chimpanzee Behavior & Care. This includes staff scheduling, assisting with meeting preparation and planning, organizing documentation, and assisting the Curators, Chimpanzee Care Manager, and Director of Chimpanzee Behavior & Care with their administrative needs. The Departmental Assistant maintains expense reports, receipts, and helps to keep track of the department budget.

The Assistant to the Department of Chimpanzee Behavior & Care must be onsite at least 3 days per week, but may work 2 days remotely.

The duties of the Assistant to the Department of Chimpanzee Behavior & Care include, but are not limited to:

- Creating and maintaining staff schedules.
- Approving time off requests based on the needs and staffing of each section within the sanctuary.
- Ensuring that payroll stays within the allotted budget.
- Preparing monthly expense reports.
- Assisting with organizing meetings and interviews -- both in person and via web conferencing.
- Assist Section Curators with Enrichment Calendars.
- Assist Human Resources with ensuring that all staff receive their allotted time off for each year.
- Regularly update the Director of Chimpanzee Behavior & Care of staffing needs.



Knowledge and Skills:

- Must have a thorough knowledge of and a commitment to Save the Chimps, Inc.'s mission and *Philosophy of Care*.
- Must have exceptional organizational skills.
- Must possess a knowledge of scheduling a workforce of over 40 staff members.
- Must be able to organize expense reports and other budgetary duties.
- Must have the ability to interact with individuals at all levels of the organization, (i.e. management, staff and peers).
- Demonstrated record of displaying a positive attitude,
- The ability to work as a member of a team and share ideas and thoughts.
- Be able to work well under pressure and have the ability to multitask when required.
- Demonstrated proficiency in Zoological Information Management System (ZIMS), Google Drive, Microsoft Office, and general computer proficiency.
- Ability to understand and follow written and verbal instructions.
- Accuracy and attention to detail.
- Ability to perform tasks with accuracy and attention to detail.

Education and Work Experience:

- Associate's or Bachelor's degree required. Major focus of study in an Operations field is preferred.
- A minimum of five (5) years year of experience with scheduling and operations at Save the Chimps or other animal care facilities.

Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions, such as toxic/poisonous agents, dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to: stand for long periods of time; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs, step stools, ladders; balance; stoop, kneel, crouch or crawl; talk and hear; able to push and pull metal doors. The employee must regularly lift and/or move up to 25 pounds and team lift in excess of 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to run and swim in the face of danger.



Must be able to pass a pre-hire drug screen. Also due to the safety risk to the chimps, it is an essential function of the position to have received the COVID-19 vaccine along with several others.

Save the Chimps is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Interested applicants should send resume and cover letter to: hr@savethechimps.org