

Position Title: Assistant to the Marketing & Development Department

FLSA Status: Non-exempt

Reports to: Director of Marketing

Date: August 2022

Organizational Overview

Save the Chimps (STC) operates one of the largest chimpanzee sanctuaries in the world. Located on 150 acres on the Treasure Coast of Florida, the Sanctuary provides high quality clinical and lifetime care and enrichment for over 220 chimpanzees rescued from research laboratories, the U.S. Air Force, the entertainment industry, and the pet trade. The work of the organization is accomplished by a team of over 80 full-time dedicated employees, an impassioned community of volunteers, and a committed, accomplished board of directors.

Job Summary

Perform a variety of administrative and clerical functions in support of marketing and development initiatives. This position requires on-site presence at the sanctuary. Must be available on evenings or weekends as events require.

Supervisory Responsibilities

None

Essential Functions

- Support the marketing and development department's initiatives such as content marketing, brand management, donor relations, and merchandise.
- Assist with marketing programs, including social media, blogs, public relations efforts, and content creation from staff.
- Assist with donor relations including donor research, coordinating invited guests, preparing for donor meetings, fielding donor questions, web-store customer service, and on-site and community-based event support.
- Conduct market research and identify trends.
- Draft correspondence, schedule appointments, organize and maintain paper and electronic files, provide information to callers, collect and processing mail, maintain merchandise inventory.

Education, Work Experience, Licensure

HS Diploma required. Associates degree in business administration, marketing, communications, or a related field preferred.

- 1 year of experience performing administrative or clerical tasks required.
- Proficient in the use of computer technology to include but not limited to various Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google (Google docs, Google sheets etc.)

Other requirements and working conditions

- While performing the duties of this job, the employee is occasionally 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; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds singly and team-lift up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Able to drive and operate golf cart or other vehicles for use on sanctuary property.
- Must be able to run and swim in the face of danger.
- Must be able to pass a pre-hire drug screen.
- STC follows and adheres to all local, state and federal regulations and CDC recommendations for COVID infection control and other public health mandates. STC currently requires all employees to be vaccinated for COVID, Hepatitis A & B, Tetanus, annual Flu and have an annual negative TB test.
- Employees must be comfortable and compliant with sanctuary protocols which may include: remote or in-person attendance, working in proximity to both humans and chimpanzees, and wearing of PPE, among other best practices in public health management.
- Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife and zoonotic diseases.
- Employees must not object to unpleasant chimpanzee behaviors which include spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking of the mesh barrier, and loud screams or hooting.
- This position will involve working outdoors in Florida, often in hot and humid conditions and at times in inclement weather.

Save the Chimps is an equal opportunity employer and is consistent in the treatment of all applicants and employees 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.