



Lucky Dog Animal Rescue Executive Assistant to the CEO

Job Description

Do you thrive in a fast-paced environment? Are you able to think quickly on your feet? Do you want to make a difference in the lives of people and their pets?

About Lucky Dog Animal Rescue

Lucky Dog Animal Rescue is a volunteer-powered organization dedicated to rescuing and rehoming homeless, neglected, and abandoned animals. Since its inception in 2009, Lucky Dog Animal Rescue has saved over 27,500 animals, providing them with love, care, and forever homes. Our mission is to ensure that every dog and cat has the chance to live a fulfilling life in a loving home.

Lucky Dog operates a foster-based adoption program in the DC Metro area – with an administrative office in Arlington Virginia – as well as a one-of-a-kind Rescue Campus in Florence, South Carolina, composed of a veterinary clinic, an ICU, a Ringworm Treatment Center, and a dog kennel.

Job Description

As the Executive Assistant to the CEO of Lucky Dog Animal Rescue, you will play a crucial role in supporting the CEO in their day-to-day operations. This position requires exceptional organizational skills, attention to detail, and the ability to thrive in a fast-paced environment. The ideal candidate will be proactive, resourceful, and passionate about our mission to save and improve the lives of animals.

Specific Responsibilities include, for example:

- Manage the CEO's busy schedule, including scheduling meetings, appointments, and travel arrangements.
- Ensure that internal and external deadlines are met and prioritize tasks to maximize efficiency.
- Maintain accurate records and files, both physical and digital, related to the CEO's activities and correspondence.
- Assist in preparing and proofreading grants, reports, presentations, and other documents as needed.
- Coordinate and facilitate communication between the CEO and internal team members, volunteers, donors, and external stakeholders.
- Run mail merges and handle correspondence, including drafting emails and letters on behalf of the CEO.
- Provide administrative support for special projects, events, and initiatives as assigned.

- Assist the CEO with bill paying, expense reimbursements, and other accounting-related tasks.
- Handle confidential information with discretion and professionalism.
- Work with the rest of the staff to ensure office supplies are ordered, the office remains cleaned and organized, and office-related administrative tasks are covered.
- Perform other standard Executive Assistant duties as required to support the CEO and the organization.

Qualifications:

- Bachelor's degree preferred, or equivalent combination of education and experience.
- Proven experience as an executive assistant or similar role, preferably in a nonprofit or volunteer-based organization.
- Excellent written and verbal communication skills, with strong attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite, and other relevant software.
- Ability to multitask and prioritize effectively in a dynamic environment.
- Strong organizational and time management skills, with the ability to meet deadlines and adapt to changing priorities.
- High level of professionalism, integrity, and confidentiality.
- Passion for animal welfare and commitment to Lucky Dog Animal Rescue's mission.

If interested, please contact Mirah@LuckyDogAnimalRescue.org.

Anticipate salary: \$50,000-55,000