



CHEYENNE MOUNTAIN ZOO

Job Posting

Position Title: Membership & Data Entry Assistant
Department: Development
Reports to: Membership and Annual Gifts Manager
Supervises: None
FLSA Status: Non-Exempt (29 hours max)

POSITION SUMMARY: The Cheyenne Mountain Zoo Membership Department is looking for an organized, friendly individual with exceptional time management skills to assist with data entry for membership. This position is Seasonal (April – July). It is a part-time position (15-20 hours per week), responsible for clerical tasks related to the membership and annual gifts function including data entry, records management, processing paperwork, tracking and providing general customer service. Promotes professional working relationships with both internal and external customers. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

To apply: Please review the Qualifications and Requirements section below. Send resume, cover letter, and salary expectations to tgazibara@cmzoo.org. No phone calls please.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum High School Education or GED equivalent is required.
- Minimum of 3 years experience with computers, networks, software, programming, etc. is required.
- Must be 18 years of age or older.
- Three years of database experience and/or three years of Altru experience is preferred.
- Previous work experience at a non-profit is preferred.
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be able to provide proof that you can legally work in the United States.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.
- Must have creative problem-solving skills
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public.
- Must have a high attention to detail while multi-tasking.
- Strong organizational skills, must possess the ability to stay organized and (re)prioritize daily tasks while accurately communicating timeline expectations.
- High energy for a fast-paced work environment
- Computer Proficiency in Word, Excel, internet and email.
- Ability to research, draw conclusions, and summarize data for discussion and review
- Take ownership and pride in responsibilities



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RESPONSIBILITIES AND DUTIES:

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures and OSHA safety guidelines.
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

DEPARTMENTAL EXPECTATIONS:

- Enters new constituents and updates pre-existing constituent information in Altru.
- Ensures data entry is accurate and completed in a timely manner.
- Responsible for learning all aspects of membership: levels, prices and benefits.
- Possess the ability to organize and prioritize while working with strict deadlines
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understands the implications of new information for both current and future problem-solving.
- Identifies problems and brings to the attention of the supervisor.
- Assemble membership packets.
- Other duties as requested/assigned.

INDEPENDENT ACTION

Must be a self-starter, take initiative, and possess a high level of multi-tasking ability under moderate degree of pressure.

EXTERNAL AND INTERNAL RELATIONSHIPS

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.



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ACCURACY AND EFFECTIVE TIME MANAGEMENT

The need for timeliness for other required activities creates pressure. The ability to prioritize tasks and use time effectively is essential.

RESPONSIBILITY FOR CONFIDENTIAL INFORMATION

This position handles highly sensitive information. Total confidentiality and discretion are mandatory regarding business information and other sensitive information.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift objects; sit; use hands to handle or feel objects, tools, or controls; talk, see, hear and smell. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; The employee is occasionally required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required; requires standing, walking on a steep terrain (Zoo), sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 15 pounds using appropriate body mechanics, possibly for extended periods of time.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.
- Environmental Conditions – Working in a closed office environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office environment. Subject to exposure to animals which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.