



Marine Mammal Care Center Los Angeles

A 501(c)(3) Tax Exempt Organization, EIN 47-5249182

"Saving the life of one animal may not change the world, but the world will surely change for that one animal."

Hospital & Education

3601 S. Gaffey #8
San Pedro, CA 90731
(310) 548-5677
info@marinemammalcare.org

Fundraising & Development

555 W. 5th Street, 35th Floor
Los Angeles, CA 90013
development@marinemammalcare.org
www.marinemammalcare.org/donate

Fundraising and Development: Executive Assistant Volunteer

The Marine Mammal Care Center Los Angeles (MMCC Los Angeles) is a year-round hospital for seals and sea lions located in San Pedro. The National Marine Fisheries Service depends on MMCC Los Angeles to carry out the important goals of the Marine Mammal Protection Act. MMCC Los Angeles operates with dedicated volunteers and staff working diligently to rehabilitate sick, injured, or malnourished seals and sea lions who are rescued on beaches from north of Zuma all the way to Seal Beach. The vital rehabilitation services and supportive fundraising and education activities can only continue when dedicated volunteers from all over Los Angeles adopt us as a favorite charity and donate their time and skills. MMCC Los Angeles is very grateful to volunteers who generously support our mission in animal husbandry roles, interacting with visitors and tour groups, selling merchandise, working events such as Mobile Visitors Center appearances in the community and Sea Lion Hospital Supply Drives, bringing friends and family to our hospital to view patients and learn about caring for seals and sea lions, and sharing social media and website posts to attract interest from new local residents.

As a non-profit organization, MMCC Los Angeles' primary funding is provided by individuals, charitable foundations, private businesses and corporations. There are various volunteer roles available to support our expanding program to make every resident in Los Angeles aware of our exciting work and encourage people to Buy a Seal a Meal, join as a member at one of our feeding levels, or donate in another way.

Position Summary:

The Executive Assistant will provide administrative support to important Fundraising and Development activities, leading to increased donations to fund the animal care at our hospital. This volunteer reports directly to Nancy Machado, Director of Development, and will be based out of our Fundraising & Development Office in the heart of downtown Los Angeles; there may be some flexibility to volunteer remotely. Duties may include:

- Type reports, memos, letters and other documents using Microsoft Office or relevant computer software
- Answer Fundraising and Development (F&D) email inquiries and forward to appropriate parties or take messages
- Record, type and distribute meeting minutes and project plans
- Generate F&D team fundraising reports to determine their significance and plan their distribution
- Perform general office duties such as ordering supplies and maintaining records management database systems
- File and retrieve organizations documents, records and reports
- Open, sort and distribute incoming correspondence, including faxes and email and mail
- Make meeting arrangements for F&D team

Commitment:

The Executive Assistant Volunteer will commit to two shifts per week, 4 or 5 hours per shift. At least one shift will be spent at the Development Office in downtown Los Angeles. The exact schedule will be determined by Nancy Machado and the volunteer but will consist of one shift early in the week and one later in the week.

Requirements:

The Executive Assistant must be 18 years or older. A high school diploma is required, and an Associate's or Bachelor's degree is preferred. The ideal candidate will have at least 5 years of administrative experience. The volunteer should be competent in all of the following areas:

- Communication Proficiency
- Time Management
- Collaboration Skills
- Personal Effectiveness/Credibility
- Flexibility
- Technical Capacity
- Stress Management/Composure

The selected candidate will participate in a full volunteer on-boarding process including an interview, orientation, background check and training.

Contact:

To apply for this important volunteer role, please contact the Volunteer Experience Coordinator at hstambaugh@marinemammalcare.org. Please include an up to date resume or CV.