



Shy Wolf Sanctuary
Education & Experience Center

Please Note: This job is being posted on behalf of Shy Wolf Sanctuary (<https://shywolfsanctuary.org/>) by Great Assistant (<https://greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Shy Wolf Sanctuary is a non-profit 501-C-3 tax-exempt organization that rescues captive-bred exotic and un-releasable wild animals with nowhere else to go. They place the animals evaluated to be adoptable and provide life-long sanctuary to those needing a safe haven. They share their stories of abandonment, neglect, and abuse and how they learn to trust and thrive through unconditional love with participants in their educational programs, particularly Healing Hearts. They offer on-site and off-site educational programs about the animals, the sanctuary, responsible pet ownership, living with wildlife, the environment and protecting it, and many other topics.

We're looking for a virtual assistant who is detailed in their work, always on top of deadlines, and someone who can anticipate needs. The successful assistant will work independently and not need a lot of hand-holding once initial foundation is laid and training is completed

Job duties include, but are not limited to:

- Task management
- Project management for team members
- Email management
- Collecting intake information
- Electronic filing
- Managing long-distance volunteers
- Data entry
- Grant support as needed

Technical skills required:

- Microsoft 365
- Adobe Acrobat
- CRM

Position Details

- This position is a 1099 position.
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- The position will require 15-20 hours/week, potential to grow to more hours
- Working hours are flexible Monday through Friday
- The assistant must be available Mondays for meetings at 1 pm EST
- The pay rate for this position is \$20/hour
- We're looking for someone to become a long-term (3+ years) team member.

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Shy Wolf Sanctuary directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your full name) from (insert your city & state). I'm interested in the Shy Wolf Sanctuary position."

In the body of the message, please write me a 15 sentence email including:

- Two sentence opening salutation that says: "Hi there! I'm (your name) from (city, state)."
- Paragraph #1: Reason(s) why you think this job is a great fit for you, including your professional experiences and the type of tasks you performed. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about a recent experience where you were responsible for task or project management. (red font, Verdana, 4 sentences)
- Paragraph #3: Explain how you ensure your work is always detailed, and accurate. (blue font, Verdana, 2 sentences)
- Paragraph #4: Please rate your level of experience from 0-10 with 10 being advanced in Microsoft 365, Adobe Acrobat, and a CRM tool, explain the reason for your score. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, phone number, and LinkedIn profile (if you have one).

Be sure to attach a resume. Thanks!