

Position Description

Blue Ridge Wildlife Center (BRWC) is a not-for-profit, full-service wildlife hospital located in Boyce, Virginia that takes in about 2,000 sick, injured, or orphaned wildlife annually. We moved into a new hospital facility in 2016 and have seen our patient intake increase each year. We also provide education programs to the community in our Ronald M. Bradley Learning Center.

BRWC is currently searching for a full-time/part-time **Operations Coordinator** to work in our facility. Successful candidates will have excellent customer service skills and must be outcome-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential. Organizational skills a must. You will be fully engaged and busy on the first day – we guarantee there will never be a dull moment!

Duties and Responsibilities

Hospital Support

- Communicating appropriate advice to callers regarding wildlife issues (training provided)
- Coordinating wildlife rescue, transport, and release of patients
- Admitting new patients, entering data into online system, and conveying patient details to the veterinary staff

Record Keeping

- Performing data entry into the constituent database (names, addresses, donations, etc)
- Entering financial data into the financial system
- Copying, scanning, and filing records

Education and Outreach Support

- Providing tours of education facility to visitors
- Maintaining brochures and materials to hand out to the public
- Updating website with timely information
- Responding to general inquiries via email

Perform other duties as assigned

Qualifications and Skills

- Commitment to wildlife, conservation, and the environment
- Ability to work calmly under pressure in a fast-paced environment
- Ability to juggle multiple projects with accuracy
- Strong communication skills and customer service focus, both on the phone and in person.
- Computer proficiency and experience with Microsoft products
- Experience with Quickbooks and Constant Contact preferred
- Telephone hotline experience a plus

Interested? Send your cover letter and résumé, including salary expectations, to Hillary Davidson, brwc_admin@blueridgewildlifectr.org or mail to: Blue Ridge Wildlife Center, 106 Island Farm Lane, Boyce, VA 22620. **No phone calls please.** Our phone lines are best used for wildlife emergencies.