



BERMUDA ZOOLOGICAL SOCIETY

Bermuda Registered Charity #179

The Bermuda Zoological Society (BZS), support charity for the Bermuda Aquarium, Museum and Zoo (BAMZ), invites applications for the below listed position.

BZS EDUCATION ADMINISTRATOR

A rewarding part-time job in a charity dedicated to providing free environmental education to all of Bermuda's school children.

JOB CHALLENGE

Provide administrative support in a busy and dynamic office which is tasked with providing free environmental education for all of Bermuda's school children

JOB DUTIES

- Provides a positive customer experience.
- Enters BZS Education Department constituent data in a timely and accurate manner into Raiser's Edge database. Ensures that all database and financial information is entered for each calendar month in time for monthly reports to be prepared and disseminated. This will include but is not limited to donations, daily cash and credit card transactions and payments for various events within the BZS Education Department.
- Responds in a timely manner to email and voicemail inquiring about educational class bookings and assists clients in booking classes with the BZS Educational team and ensures all the relevant and required information is entered into the appropriate calendar.
- Provides email and phone call reminders and confirmations to clients about upcoming classes and bus / boat appointments related to BZS Educational bookings.
- Creates the weekly bus schedule in an accurate and timely manner. Identifies and manages conflicts and problems related to the logistics of both class bookings and transport. Works proactively with BZS staff and clients to correct scheduling problems in a timely manner.
- Assists with BZS Educational Professional Development Events and other special events / projects as required.
- Assists with the occasional class as an assistant when student supervision is necessary.
- Understands the policies and mission of the BZS / BAMZ / ACP and has a good knowledge of the exhibits, programmes, and services offered.

ESSENTIAL SKILLS

- Associate's degree in office management or related field.
- Self-motivated and organized with attention to detail
- Team player
- Working knowledge of Raiser's Edge Database is preferred
- Working knowledge of Microsoft Office Suite
- Customer focused and friendly demeanor
- Ability to work with volunteers and young people.
- First Aid, CPR and SCARS Trained

Application deadline: Tuesday, 5th February, 2019

Apply in writing to the:

Principal Curator

**Bermuda Zoological Society • 40 North Shore Road
Flatts FL04 • (441) 293-2727**