

## ADMINISTRATIVE ASSISTANT

- ❖ Are you experienced in Office Administration?
- ❖ Do you thrive in a casual, yet professional, fast-paced non-profit environment?
- ❖ Do you have strong attention to detail and communication skills?
- ❖ Have you been the key support person for small businesses in the past?

If you answered “yes!” ... We would love to meet you!

### NAPA VALLEY VINE TRAIL

The Napa Valley Vine Trail Coalition is a non-profit organization that is building a 47-mile walking & biking trail system to physically, artistically, and culturally connect the entire Napa Valley – from Vallejo to Calistoga. It is governed by a Board of representing 32 stakeholder organizations and is overseen by an Executive Committee. The Napa Valley Vine Trail Coalition has six committees.

The Napa Valley Vine Trail is looking for a professional and enthusiastic Administrative Assistant. This is a part-time position, working 30 hours per week, reporting directly to the Executive Director.

### ESSENTIAL FUNCTIONS

- Coordinate all administrative activities and support functions of the office, including but not limited to; office organization, data entry, copying, scanning, research, database maintenance, calendar & event tracking, and creating filing systems for efficiency
- Manage the processing of all invoices and purchases with outside accounting firm
- Handle donation bank deposits and accurately record them in the Organization’s CRM system. Follow up with “thank you” letters to donors.
- Maintenance of the CRM system for memberships
- Ensure the office runs smoothly on a day-to-day basis and is clean and organized at all times
- Conduct research for special assignments relating to the organization’s project
- Research, and obtain quotes and bids as needed
- Prepare and compose correspondence, including emails, letters, reports, and presentations
- Assist the Executive Director in writing grant reports and applications; research, compile, process, track and follow up
- Answer telephone calls and resolve inquiries
- Must be able to ride a bike
- Interface with members and donors
- Participate as a member of several Board Committees and attend Committee meetings as requested by the Executive Director
- Schedule and maintain calendar of appointments for the Executive Director, including Board and Committee meetings
- Prepare information for monthly Board and Committee meetings, including materials, agendas, minutes and reports
- Update and keep current the Vine Trail’s public image via Social media (Facebook, Twitter, Web Site), including writing and posting content.
- Attend community events as ambassador of the Vine Trail as requested
- Act as liaison with partners on fundraising events to plan, organize and execute
- Manage interns and other staff at Executive Director’s discretion to assist with organizational goals
- Participate in gathering data and conducting research needed for audits

### COMPETENCIES

- Solutions oriented with strong attention to detail and continuous improvement capabilities
- Project an image of professionalism
- Excellent time management skills and ability to prioritize responsibilities

- Ability to maintain composure under pressure and while multi-tasking
- Self-motivated, resourceful, proactive, and ability to work autonomously
- Excellent interpersonal and collaboration Skills
- Communication proficiency, oral and written expression, written and oral comprehension
- Passion for community service and the outdoors
- Mathematical reasoning; ability to analyze data and problem-solve

#### **REQUIRED SKILLS AND EXPERIENCE**

- 3+ years office administration experience a must
- Strong working knowledge of Microsoft Word, Excel, PowerPoint and Google Docs. Must know basic formulas in Excel.
- Proven experience developing sustainable businesses processes for a small business
- Ability to proactively communicate with superiors regarding workload, due dates, and various projects
- Proven discretion in handling highly sensitive and confidential matters
- Experience conducting and managing significant amounts of data and research, including working with numbers

#### **DESIRED SKILLS AND EXPERIENCE**

- Non-profit experience a plus
- 4-year degree preferred
- Experience in Photoshop, In Design or similar graphics program desired
- Experience working with a CRM system a plus
- Experience in social media desired

#### **WORK ENVIRONMENT**

This job operates in a professional and administrative office of a small, fast-paced non-profit organization that encourages creativity. The Vine Trail's unique culture also means its employees must be flexible and adaptable. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **PHYSICAL DEMANDS**

Must be able to spend periods of time in front of a computer terminal. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The job also includes working at public events. This involves standing for long periods, and ability to lift tables, exhibit tent, table displays and merchandise (up to 40lbs). Candidate must be able to ride a bicycle as some of the work involves riding paved bike paths.

#### **COMPENSATION**

This position offers competitive compensation and benefits including a 401(k) Retirement Savings Plan

#### **TO APPLY**

Please reply to this posting to: [info@vinetrail.org](mailto:info@vinetrail.org)

Or mail to:

3299 Claremont Way

Suite #4

Napa CA 94558

Include a cover letter, resume, and salary history

**DEADLINE: Please submit by 5:00 PM Friday January 13, 2017**