

Napa Valley College Foundation (NVCF)

Administrative Assistant Job Description

Purpose: *The Napa Valley College Foundation's part-time Administrative Assistant (15-20 hours/week) will be responsible for the coordination of NVCF's administrative activities, including office management and board/committee activities.*

Administration

- Regularly checks inventory and orders NVCF office, program and event supplies as needed.
- Maintains donation records (in electronic and hard copy files).
- Coordinates activities of the Board of Directors and committees, including calendar management, booking rooms, coordinating supplies, producing documents, and updating board books.
- Assists with processing of all donations and payments to NVCF, according to established procedures.
- Prepares letters of acknowledgement for NVCF donors for their tax purposes.
- Coordinates mail merges and form letters for major appeals.
- Writes and updates knowledge base for Salesforce and donation processes and procedures.
- Coordinates operations, logistics, timelines, checklists and budget for NVCF special events.
- Manages schedule for special events and coordinates all marketing and activities.
- Updates and maintains NVCF webpages.
- Manages scheduling of committee meetings and Executive Director's activities.