



ADMINISTRATIVE ASSISTANT

- 2 Positions Available -

SUMMARY:

The Administrative Assistant provides general office and administrative support for a particular CVCF division and will share receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs administrative functions and other duties to support a specific division including, but not limited to:

- Scheduling appointments and maintaining calendars
- Preparing communications, memos, emails, invoices, reports and other correspondence
- Assembling information packets for inquiries, presentations, and meetings
- Providing logistical support for on and off-site division events which may occasionally include regional travel.
- Scheduling, coordinating and supporting meetings with agenda distribution, materials preparation, assisting meeting attendees and taking minutes.
- Working with the Finance Department to submit and reconcile staff expense reports.
- Making travel arrangements
- Providing general CVCF administrative support when required.
- Scanning and filing documentation according to CVCF's document retention policy.

Performs general CVCF administrative functions and other duties, including:

- Answering phones and greeting visitors when functioning as CVCF's primary receptionist
- Collating and distributing mail to all CVCF staff
- Performing general office and clerical duties including, but not limited to, making photocopies and coordinating mailings
- Assisting with special projects as directed
- Performing other job-related duties as assigned

ESSENTIAL QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Two- to four-year college degree preferred in related field. At least two years of experience in an administrative or support role, preferably in business, philanthropy and/or nonprofit.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of Microsoft Office Suite
- General graphic design knowledge and ability to prepare visually clear and appealing presentations



- Strong communication and interpersonal skills
- Sound judgment and decision-making skills
- Exceptional customer service and strong diplomacy skills to work effectively with donors, grantees, community members, board members, management, and colleagues
- Excellent organizational and coordination skills with strong attention to detail
- Able to proofread own work and produce high quality, accurate and timely documents and reports
- Ability to work independently, as part of a team, under pressure and in a changing environment, demonstrating interest and respect for diverse perspectives

DISTINGUISHING CHARACTERISTICS:

- Professional presentation of self and can-do attitude
- Ability to understand and converse in languages other than English that are prevalent in the Central Valley
- Demonstrated use of tact and discretion in handling confidential information
- Ability to multi-task throughout the day and maintain a calm, and organized work environment
- Ability to troubleshoot, analyze, and problem-solve by seeing the big picture and apply learning to future projects
- Must be flexible and able to adapt to changing organizational needs
- Capability to work effectively and authentically across cultures and diverse constituencies and to appreciate diverse viewpoints, communication styles, and experiences
- Demonstrated understanding of principles and practices of social justice, including racial and gender equity as an organizational operating principle, and commitment to continued learning on issues related to race, gender, equity, diversity, and inclusion

CERTIFICATES, LICENSES, REGISTRATIONS:

Current California driver's license, valid vehicle registration and insurance required for driving on company business.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed within an office environment, with standard office equipment available. The noise level in the work environment is usually moderate.



COMPENSATION:

- Depending on experience, range of \$34,320 - \$44,616
- Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget from the project-based funding source(s)
- Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:

Send cover letter and resume to Heather Brown, Chief Operating Officer, at: heather@centralvalleycf.org
Please no telephone inquiries.

The work of CVCF is strengthened by the diversity of perspectives on a team where every individual can belong. Candidates with diverse backgrounds and experiences, reflecting the range of communities we serve, are encouraged to apply.

The positions are open until filled.