



ADMINISTRATIVE ASSISTANT

Reports to: Program Manager

Class: Non-exempt

ORGANIZATIONAL OVERVIEW

The mission of the Napa Valley Farmworker Foundation (FWF) is to support and promote Napa Valley's vineyard workers through education and professional development. The Foundation provides a variety of programs annually that focus on developing skills in adult literacy, vineyard operations & safety, leadership & management, mentorship, and family life. By putting opportunity within reach, we all rise together. The Napa Valley farmworker community is critical to the success of the wine industry, and we believe that by investing in the people who tend the vineyards, we are investing in the future of our valley.

POSITION SUMMARY

The **Administrative Assistant** will possess exceptional administrative & communication skills, data entry experience, attention to detail and analytical skills, and will demonstrate a strong professional record of organization and commitment. He/she/they will also support the FWF Executive Director and Program Manager in the day-to-day tasks for the organization.

RESPONSIBILITIES

1. Administrative

- Help manage administrative tasks for the Farmworker Foundation staff
- Handle office requests and queries appropriately
- Build and maintain database of HR professionals to market FWF programs
- Coordinate mailings – donor thank you letters, student certificates, and holiday cards
- Coordinate and prepare for various committee and Board meetings
- Produce reports and presentations, as directed
- Manage office vendors and accounts, including IT support
- Maintain inventory of marketing collateral and printed materials; order as needed
- Maintain inventory of office & kitchen supplies; order as needed
- Manage and maintain the database ensuring all employer, employee and student data is accurate
- Support with the management of the donor CRM ensuring accuracy of records

2. Programs & Events

- Analyze event survey results for all programs and prepare summary reports
- Track attendee evaluation responses and event and program participation for scholar of the year, donor, and grant reporting purposes
- Support all event and program set up, execution, and breakdown
- Plan annual Education Committee retreat and coordinate all social gatherings including, but not limited to, Board holiday lunch and Education Committee holiday happy hour

- Work with Program Manager to support sponsor and volunteer gift program

3. Provide general support to Executive Director & CEO and Program Manager

EDUCATION & EXPERIENCE

Associate or bachelor's degree preferred, but not required. This is an entry level position. Minimum of 2 years' experience preferred.

QUALIFICATIONS

Candidates - take the following qualifications into consideration before applying. Cover letters and resumes must demonstrate the presence of the following attributes and skills:

- Bilingual in English and Spanish
- Experience as an administrative assistant or other office coordinator position
- Full comprehension of Microsoft Office and experience with CRM/database management
- Exemplary planning and time management skills
- High level verbal and written communications skills
- Initiative-taking work ethic and organizational skills
- Experience or interest in supporting the farmworker community

PHYSICAL REQUIREMENTS

These are required to perform the key responsibilities of the job with or without accommodations

- Must be able to lift up to 50 pounds repeatedly
- Ability to assist with event set up, breakdown, and coordination
- Must be able to drive a reliable vehicle
- Must be able to sit most of the time; routinely required to walk and travel by car

ADDITIONAL REQUIREMENTS

- Must possess a valid state driver's license and have a clean motor vehicle record
- This job requires the use of your personal vehicle, for which you will be reimbursed for business-related driving expenses
- Must be able to sell, work with and be around alcoholic beverages
- Ability to understand and promote the importance of the Foundation's work
- Ability to establish and maintain strong effective working relationships

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting
- Position may require worker to commute to offsite locations to complete business

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Napa Valley Farmworker Foundation is an equal opportunity employer.

BENEFITS

The FWF provides a competitive employee benefits package and supports a collaborative, productive workplace.

Candidates should submit a cover letter detailing their understanding of the Napa Valley Farmworker Foundation and what they can bring to this specific position, along with a resume directly to info@farmworkerfoundation.org. Subject line must read: ADMINISTRATIVE ASSISTANT OPPORTUNITY