

## **OPERATIONS ASSISTANT POSTING**

- ❖ Are you experienced in Operations and 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!

The Napa Valley Vine Trail is looking for a professional and enthusiastic Operations Assistant responsible for providing administrative support to ensure efficient operation of the office. This is a part-time position of 20 hours per week and supports the Operations Manager through a variety of tasks related to organization and communication.

### **ABOUT THE 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 seven committees.

### **ESSENTIAL FUNCTIONS:**

1. Perform 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 maintaining filing systems for efficiency.
2. Process invoices and purchases with outside accounting firm.
3. Maintain accurate bank deposit records.
4. Accurately record donations in the Organization’s CRM system.
5. Send donor acknowledgement letters, membership cards and thank-you gifts as appropriate in a timely fashion.
6. Maintain donor, volunteer and other contact information in the CRM system.
7. Conduct research for special assignments relating to the organization’s projects.
8. Research and obtain quotes and bids as needed.
9. Prepare and compose correspondence, including emails, letters, reports, and presentations.
10. Answer telephone calls and resolve inquiries.
11. Interface with Board members and donors.
12. Schedule and maintain calendar of appointments for the Executive Director, including Board and Committee meetings.
13. Attend community events as ambassador of the Vine Trail as requested.
14. Maintain volunteer records including names, interests, projects and hours.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This job spends considerable 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 occasionally working at public events. This involves standing for long periods, and ability to lift tables, exhibit tent, table displays and merchandise (up to 40lbs). Must be able to ride a bicycle as some of the work involves riding paved bike paths.

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

- 3+ years office administration experience.
- Strong working knowledge of Microsoft Word, Excel, PowerPoint and Google Docs. Must know basic

formulas in Excel.

- 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
- Associates degree or higher
- Experience working with a CRM system
- Bi-lingual (Spanish)
- Passion for community service and the outdoors

#### **COMPENSATION**

This position offers competitive compensation and benefits including a retirement savings plan.

#### **TO APPLY**

Please reply to this posting or email: [admin@vinetrail.org](mailto:admin@vinetrail.org)

Include your resume and a cover letter sharing with us how you feel your experience and skill set is a good match for this position and the Vine Trail Coalition.