

OPERATIONS ASSISTANT POSTING

- ❖ Are you an experienced Office Administrator?
- ❖ 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 Coalition is looking for a professional and enthusiastic team member who thrives on multi-tasking in a nonprofit environment. Accounts payable, donor database, volunteer coordination, and general administrative support to all areas of operation could be part of the Operations Assistant’s purview. This is a 30 hours per week part-time position.

ABOUT THE NAPA VALLEY VINE TRAIL

The Napa Valley Vine Trail Coalition is a grass-roots nonprofit working to build a walking/biking trail system to connect the entire Napa Valley -- physically, artistically, and culturally. The Coalition works with the cities and counties along the route to design, fund, construct, and maintain, 47 safe and scenic miles of level, paved, family-friendly, free-access trail, stretching from Vallejo to Calistoga.

ESSENTIAL FUNCTIONS include but are not limited to:

1. Perform administrative duties and support functions of the office including office organization, data entry, copying, scanning, research, database maintenance, calendar & event tracking, and filing.
2. Accurately code invoices and purchases for outside accounting firm; route for appropriate approvals; and mail payments (accounts payable).
3. Make bank deposits and maintain accurate deposit records.
4. Accurately record donations in CRM system and send donor acknowledgement letters, membership cards and thank-you gifts in a timely fashion.
5. Maintain volunteer records including contact information, interests, projects and hours.
6. Conduct research for special assignments relating to the organization’s projects including obtaining quotes and bids as needed.
7. Prepare correspondence including emails, letters, reports, and presentations.
8. Resolve telephone and email inquiries.
9. Interface with Board of Directors and donors.
10. Schedule and maintain calendar of appointments for the Executive Director, including Board and Committee meetings.
11. Attend community events as ambassador of the Vine Trail as requested.

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. A valid California driver license and proof of insurance are required. Compliance with Company’s mandatory Covid-19 vaccination policy is required.

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.
- Strong written and verbal English communication skills.

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 vacation and a retirement savings plan.

TO APPLY

Please reply to this posting or email: 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 Napa Valley Vine Trail Coalition.