



## **Executive Assistant**

### **Part-time Position**

Temporary – Up to 6 months with possible extension

Remote with some office presence preferred

\$45.00 – \$55.00/Hour, 24 – 32 hours week

Available Immediately

Contact: [Jobs@westmarinfund.org](mailto:Jobs@westmarinfund.org) with qualifications

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits, and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

### **Position Summary**

The Executive Assistant is responsible for providing day-to-day, comprehensive, high-level administrative support to the Executive Director, Board Leaders, and Board Committee Members. This position will expedite the flow of work through the Executive Director's office, executing significant discretion and judgment in matters of importance. The position will also provide administrative coordination and logistical support of various Fund programs and events. The Executive Manager works closely with and reports to the Executive Director. Our offices are located in Point Reyes Station, California.

### **Responsibilities Include:**

- Manage Board and Committee meetings, materials, minutes, calendar, and other documents.
- Plan and manage Advisory Council and West Marin Executive Director Group meetings.
- Maintain up to date Board and Advisory Council information and as needed orientation.
- Complete Executive-level tasks as requested by Executive Director or Board Chair.
- Manage and host internal and external meeting logistics with various stakeholders, including meeting invitations, reminders, hospitality logistics, taking meeting notes, tracking RSVP's, forward movement, action items and next steps.
- Provide as needed support of integrated planning of organizational activities, including grant cycles, program and fundraising events, and multi-stakeholder planning processes.
- Prepare organizational and program documents, correspondence and reports.
- Maintain constructive working relationships within the organization, among donors and advisors, and with West Marin nonprofits.
- Fulfill other duties on an as needed basis.

### **Qualifications:**

- Minimum of three years of relevant work experience preferably in the nonprofit or philanthropic sector.
- Well-organized, self-starting, with excellent time and project management skills.
- Ability to perform a full range of day-to-day to high-level administrative work with attention to detail, accuracy and deadlines.



- Culturally competent in working with individuals and groups with diverse racial and socio-economic backgrounds.
- Proficiency in MS Suite (Excel, Word, Outlook), Dropbox, Powerpoint, Adobe, Google Docs and video conferencing.
- Proficiency with databases. Familiarity with Foundant C-Suite and GLM a plus.
- Strong written and verbal communication skills and high level of interpersonal skills.
- Ability to maintain confidentiality and respect for values-based work.

*West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.*

**For more information about our work, please visit [www.westmarinfund.org](http://www.westmarinfund.org)**

No phone calls, no walk-ins, no recruiters.