



## **JOB DESCRIPTION**

### **Administrative & Events Coordinator**

**Job Type:** Part-Time, At-Will, Non-Exempt/Hourly

**Location:** Napa Valley College Foundation (on-site)

**Reports to:** Executive Director

**Pay:** \$25/hour

**Overview:** *The Napa Valley College Foundation's part-time Administrative and Events Coordinator will be responsible for the coordination of NVCF's administrative and event activities including office management, event coordination, program support and other administrative duties. This position is part-time, at-will, non-exempt, and approximately 20 hours per week.*

#### **Duties:**

- Regularly checks inventory and orders NVCF office, program and event supplies as needed.
- Maintains donation records (in electronic and hard copy files).
- Coordinates activities of the Board of Directors and committees, including calendar management, booking rooms, coordinating supplies, producing documents, and updating board books.
- Assists with processing of all donations and payments to NVCF, according to established procedures.
- Prepares letters of acknowledgement for NVCF donors for their tax purposes – prints, secures signatures, prepares envelopes and mails.
- Coordinates mail merges and form letters for major appeals.
- Tracks and updates donor data in CRM database system.
- Assists Financial Services Manager with scholarship activities including tracking, database entry and mailing of donor reports.
- Coordinates the operations, logistics, timelines, checklists and budgets for NVCF special events.
- Provides day-of, in-office logistical support for President's Circle events and other Foundation events as assigned.
- Works with the Development Manager to coordinate and track marketing and events calendar including President's Circle receptions and scholarship activities.



- Manages scheduling of committee meetings and Executive Director's activities.
- Records and files monthly credit card transactions.
- Coordinates logistics and administrative tasks for new Foundation programs including a women's leadership initiative.

**Qualifications:**

- Associate's degree or equivalent; additional qualifications in office administration will be a plus.
- Proven experience as an office administrator and event coordinator.
- Highly proficient in Microsoft Office (Word, Excel, Outlook, Powerpoint)
  - Understanding AI tools will be a plus.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Friendly and professional demeanor.
- Appreciates a team environment but can also work independently when needed.

**About the Napa Valley College Foundation:** The Foundation was founded in 1968 to increase community awareness and provide financial support for the Napa Valley College and its students. The Foundation provides student scholarships and funding for college programs, including instructional equipment, capital projects, student support services, and more. The Board of Directors includes professional, business and philanthropic leaders, who have a dedicated interest in the College and its students.

**To apply please send your cover letter and resume to Napa Valley College Foundation Executive Director, Jessica Thomason at [Jessica.thomason@napavalley.edu](mailto:Jessica.thomason@napavalley.edu).**