



## Program Assistant

FLSA Classification: Non-exempt, part-time (24-28 hrs/week )

Compensation: \$25–28/hr, based on experience and qualifications

Eligible for prorated health, holidays and sick leave

Location: Office in Point Reyes Station with some hybrid to be agreed

Schedule: Weekdays as set, with occasional evening or weekend based on program needs

*Effective date April 2025 · Open until filled*

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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 Program Assistant helps in advancing West Marin Fund's mission by supporting program management through a variety of skilled administrative and logistical tasks. Responsibilities include maintaining databases, preparing routine correspondence, coordinating schedules and logistics, providing customer service, and assisting with program events. The Program Assistant reports to the Director of Programs and Impact.

### Key Responsibilities

#### Program Support & Coordination

- Assist with planning and logistics for program convenings, workshops and nonprofit capacity building activities.
- Support program outreach efforts by drafting emails, creating posts for social media and other platforms, coordinating meeting schedules, and maintaining stakeholder lists.

#### Grants Administration

- Assist with logistics (e.g., announcements, application process, etc.) for grant cycles.
- Assist with organization of relevant data and materials for preparation of summaries of grant applications and grant recommendations and reports.
- Communicate with nonprofit partners regarding deadlines, requirements, and general inquiries.

#### Monitoring & Evaluation

- Help apply and systematize data collection mechanisms to track program effectiveness.

- Assist with organization of program data and grant reports used to identify key trends and insights.

### **Communications & Outreach**

- Assist in gathering data and stories for external communication materials such as newsletters, reports, and social media content.
- Provide timely updates for the Programs section of the organization's website.

### **Administrative Support**

- Provide scheduling and logistical support for internal and external meetings.
- Take meeting notes and track action items to support program implementation.
- Provide data entry, file organization, and other administrative tasks as needed.

### **General**

- Maintain constructive working relationships within the organization, among donors and advisors, and with other key stakeholders.
- Help ensure that daily communications and development operations are in alignment with organizational goals, governing policies, and applicable federal, state, and local laws and regulations.
- Attend and participate in team and other organization meetings as requested or needed.
- Other duties as needed.

## **Qualifications**

### **Essential Experience & Skills**

- Minimum of two to three years' professional experience working in a similar capacity, or equivalent experience and training.
- Passion for community-based work and West Marin Fund's mission.
- Strong written and verbal communication skills, and highly effective interpersonal skills
- Strong organizational and time-management skills, with attention to detail, deadlines and accuracy.
- Proficiency in Microsoft Office, Google Suite, and database management (experience with grants management software is a plus).
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to maintain confidentiality of confidential records and information.
- Able to take initiative, accept direction and seek guidance.
- Excellent attention to detail with high level of accuracy; strong organizational, project and time management skills. Strong decision making and problem-solving skills, with ability to take initiative and to accept direction or seek guidance.

- Ability to acquire background and develop a proficient understanding of new subject matter as related to the Fund’s goals, emerging issues, initiatives and priorities.
- Ability to maintain confidentiality and respect for values-based work.

### **Additional preferred experience includes**

- Experience working with nonprofits or in philanthropy is a plus.
- Experience with grants management software.
- Bilingual (English/Spanish) preferred but not required.
- Culturally competent in working with individuals and groups of diverse racial and socio-economic backgrounds.

### **Work Environment/Physical Requirements**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

**Requesting Accommodations:** West Marin Fund is committed to the full inclusion of all qualified individuals. As part of this commitment, The Fund will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org)

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **To Apply**

Submit your resume along with a cover letter that summarizes how this position fits with your experience, skills and interests to [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org) with the subject line ‘Program Manager’.

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

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

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