



Connecting people who care to causes that matter for a just and thriving West Marin

**Administrative Coordinator, Point Reyes Station, CA
Part Time**

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. The Fund provides grants and training for local nonprofits, convenes community members to act on important issues and educates people who live, work and visit in West Marin about community needs.

Position Summary

The Administrative Coordinator plays an important role in ensuring the smooth functioning of West Marin Fund's activities to further its mission and growth. These include: coordination of meetings and workshops for board, staff, advisors, and local nonprofit leaders; weekly financial administration; regular updates of contact records; and ensuring streamlined administrative and communications systems. The Administrative Coordinator takes initiative while being a strong team player.

Success Factors

- Strong administrative and organizational skills
- Attention to detail and high level of accuracy
- Ability to prioritize and meet deadlines
- Proven experience with Quickbooks, Excel and databases
- Proficiency with Microsoft Office Suite and Mac OS
- Strong written and verbal communication skills
- Associate's Degree or three years' relevant work experience
- Commitment to ongoing learning and improvement
- Respect for confidentiality

Benefits

- Staff position, 16 hours a week, non-exempt
- Flexible hours
- Option to work from home, provided present in office ideally one day a week,
- Salary: \$28-\$32/hour, depending on experience
- Start date: Immediate, open until filled

Responsibilities include but are not limited to the following:

Meetings Coordination

- Coordinate Board meetings, format and distribute Board documents
- Maintain Board calendar
- With Advisory Council Liaison, plan and coordinate bi-annual advisory council meetings

- With the Executive Director, plan and coordinate ED Group meetings (quarterly), donor meetings and other regional meetings
- Prepare materials for meetings and events as needed
- Update contact records routinely, including board and staff meetings with donors.

Financial Administration

- In collaboration with accounts manager, coordinate and oversee vendors, contracts and invoices
- Process incoming and outgoing checks, manage other financial transactions, and update Quickbooks accordingly
- In collaboration with Grants & Data Manager, prepare thank you letters to donors promptly and update donor database

Administrative Systems

- Ensure secure and cost-effective office and communications systems
- Maintain and continuously improve user-friendly filing systems to match organizational needs
- Document protocols for financial and office administration

Additional Responsibilities

- Ensure compliance with West Marin Fund's policies and procedures
- Complete other duties and projects as requested
- Manage time effectively and maintain deadlines
- Maintain constructive working relationships within the organization, among donors and advisors, and with West Marin nonprofits.

Performance Evaluation

Evaluations will typically occur on or before three months from the start date, and then annually, based on established goals.

Work Environment/Physical Requirements

This job operates in a professional office environment. It requires the routine use of 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, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

West Marin Fund is an equal opportunity employer. Eligible candidates must be authorized to work in the United States and provide verification to that effect.

Please send your resume and cover letter to Stacy Nelson at stacynelson@stacy-nelson-and-associates.com