

Office Manager/Administrative Assistant

Description

Festival Napa Valley is seeking an experienced Office Manager/Administrative Assistant who will play a vital support role for the organization's Chief Operating Officer. This individual will provide administrative and technical support in a variety of areas, including but not limited to: Board meeting preparation and minutes, management of corporate documents, office management, budget tracking and management, administration of auction lot procurement, hospitality for meetings and events, manage high-level communications, compilation of necessary information for reports and correspondence, select project management, donor database updates, responsible administrative support for the Senior Management Team and in other areas as needed.

We are looking for someone who is highly professional, organized, a self-starter, and motivated to grow with the organization. This position supports the organization's mission, vision, and values through excellence and competence, collaboration, innovation, respect, commitment to our community, and accountability and ownership. Work hours may range from 20 to 30 hours per week and may be flexible.

Major Responsibilities:

- Manage the Festival Napa Valley office including supplies, phone/IT, janitorial, etc.
- Support organization's Board of Directors – board meeting materials, general meeting support, take minutes, schedule committee meetings, documents management, follow up, etc.
- Support Chief Operating Officer with administration of auction lot procurement
- Assist with budget management and tracking; recording POs, contracts and acknowledgement letters.
- Maintain the Festival Napa Valley master calendar. Manage scheduling, meeting and travel arrangements for the Chief Operating Officer and Senior Management Team as needed.
- Provide assistance updating the organization's database (Salesforce).
- Research and compile information for reports, donor prospecting, special initiatives, wine inventory, preferred vendors etc.
- Classify, sort, organize and file digital and hard copy records. Open, sort, prioritize, and distribute mail.
- Other activities as needed to support organizational growth and capacity building.
- Ability to work occasional weekend and evening hours, as it pertains to special events, board and committee meetings.

Required aptitudes include:

- A genuine desire to support Festival Napa Valley's mission and the organization's overall effectiveness.
- Excellent interpersonal skills and customer service orientation.
- Excellent business writing skills.
- Precise attention to detail.
- Excellent organizational and communication skills, in person, via phone and email.
- Ability to prioritize tasks and work independently.
- Ability to handle confidential information with discretion.
- Basic research experience.
- Ability to proactively anticipate the needs of the Chief Operating Officer.

Experience:

- Minimum three to five years of experience as an Office Manager or high level Administrative Assistant.
- Bachelor's degree or higher preferred.

Desired Skills:

- Highly computer proficient, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Salesforce or other CRM, Internet search.
- Standard bookkeeping and/or human resources experience
- Working knowledge of dealing with Board of Directors, taking meeting minutes, etc.
- Must be able to multi-task with a strong attention to detail.
- Must be able to work effectively with different levels and with a variety of personalities both internally and externally.
- Must have excellent follow-up skills.
- Passion for providing high level administrative support.

Employment Standards:

Knowledge of standard office practices and procedures, with particular reference to a non-profit community based setting; knowledge of word processing and mail merge techniques; knowledge of proper grammar, spelling, punctuation, and correspondence format; knowledge of methods of collecting, organizing and presenting data and information.

Ability to provide administrative support in a variety of areas, such as: researching and analyzing information and preparing reports; ability to effectively organize tasks and work within deadlines; ability to establish and maintain organized filing systems, communicate effectively and respectfully with people from different racial, ethnic, and cultural groups and from different backgrounds and lifestyles, demonstrating a knowledge of and sensitivity to their needs.