



Administrative Assistant – 10 hours/week, \$20-25/hour

Position Summary

Reporting to the operations manager, the Administrative Assistant will play a critical role in supporting the growth of the Foundation, which is rapidly expanding its financial assets, visibility, and impact. The position will help YCF run smoothly and efficiently by providing a variety of administrative support functions including handling mail, phone calls/voicemails, and general email inquiries; documenting, recording, and routing financial transactions; donor correspondence/recordkeeping; meeting management and support; as well as other administrative support duties to support YCF initiatives. The successful candidate will be organized, independent, enthusiastic about serving in an organizational support role, and believe in the mission of YCF. Administrative Assistant is a part-time (10 hours/week) hybrid position, with a minimum of 4 hours per week in the Woodland, CA office.

Key responsibilities include:

- Retrieve and process all YCF mail at least once per week, including depositing checks at the bank, preparing bills for payment, and forwarding correspondence as required.
- Serve as first point of contact for all phone calls received during scheduled hours; respond to voicemail messages and general email messages.
- Use QuickBooks to enter all financial transactions. Prepare accounts receivable and accounts payable documentation and route to supervisor, including expense reports. Organize and maintain all supporting documentation.
- Track donations, including donor details. Update donor correspondence records as needed. Prepare, route for signature, and mail thank you notes and tax acknowledgment letters.
- Coordinate scheduling of all Board meetings, Board committee meetings, and other meetings as needed including polling attendees for availability; send meeting reminders and save-the-dates; update annual Board calendar with events and meetings. Assemble and send Board meeting materials prior to each scheduled Board meeting; attend Board and other meetings as assigned and document minutes.
- Provide support to other colleagues as needed, which may include assisting with event planning, strategic planning, project management, and software implementation initiatives.
- Comply with all YCF policies and procedures in all work performed, noting possible process improvements.

The ideal candidate will possess the following experience, skills, and personal attributes:

- Experience working in an office is preferred; experience may be paid, volunteer, intern/student, or in another applicable setting.
- Knowledge of computer equipment and software is preferred, including Microsoft Office products, Adobe, Zoom, Doodle, and QuickBooks. Candidates demonstrating an ability and willingness to learn new equipment and software will also be considered.
- Excellent interpersonal and communication skills are required, including an ability to communicate with diverse groups using tact and courtesy.
- Excellent organizational skills, with an ability to multitask and prioritize work with a strong attention to detail, are required.



- Flexibility is required to work with colleagues in a hybrid and team-based environment, with a minimum of 4 hours per week working in the YCF Woodland office. Ability to pick up mail at the Woodland post office and make deposits at the YCF bank (any branch) on a weekly basis is required.
- Ability to keep and maintain records, perform accurate data entry, send and receive correspondence, and schedule meetings is required. The successful candidate will be expected to perform duties independently once training has been completed.
- Ability to maintain confidentiality and appropriately handle sensitive information, particularly as it relates to fundholders.
- Experience working or volunteering in a nonprofit and/or an appreciation for and understanding of philanthropy is a plus.
- Familiarity with and/or connections to Yolo County a plus.

Work Hours and Location

The Administrative Coordinator will be expected to work out of the YCF office in downtown Woodland at least 4 hours per week, at a time agreed upon with the operations manager; the remaining hours can be completed remotely. Strong preference will be given to candidates that can complete most of the 10 hours per week during standard office hours (M-F, 8am-5pm) spread over 3-4 days per week, however, the candidate will have flexibility as to exactly when those hours take place, outside of scheduled meetings and the in-office time agreed upon.

Compensation

This position pays \$20-\$25 per hour, based on experience, and is eligible for paid time off, paid holidays, and sick time. This position does not offer health insurance or retirement benefits.

To Apply

Please send a resume and cover letter to careers@yolocf.org. Applications will be accepted until the role is filled and reviewed as they are received.

About the Foundation

The Yolo Community Foundation inspires and supports giving and provides philanthropic leadership in Yolo County. This fast-growing organization administers donor-advised funds and other philanthropic vehicles, makes grants to local nonprofits, fosters volunteerism, and provides donor education. YCF currently has more than 85 philanthropic funds valued at \$8.5 million and is an affiliate of the Sacramento Region Community Foundation. Visit www.yolocf.org to learn more about our programs and impact.

The Yolo Community Foundation is proud to be an equal-opportunity employer. We believe that we are best able to carry out our mission when our staff, volunteers, and other key stakeholders offer a wide range of experiences and perspectives and are representative of our Yolo County community.

The Yolo Community Foundation is committed to diversity, equity, and inclusion, and we prohibit harassment and discrimination on the basis of race, color, creed, sex, religion, pregnancy, citizenship, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental



disability, medical condition, genetic characteristics, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law. The policy applies to recruiting, hiring, working conditions, benefits, training programs, promotions, use of Foundation facilities, and all other terms and conditions of employment. In recruiting and selecting employees, the Foundation furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, education, experience, character, personality, intelligence and general ability.