



## **JOB ANNOUNCEMENT** ***Administrative Assistant***

Girls Inc. of Island City (GIIC) is looking for an enthusiastic and dedicated professional who is passionate about girl power. As an integral member of the Development and Communications team, you will be providing the critical administrative support that helps us raise funds and communicate what we do and why we do it. You will work in a fun, stimulating and supportive environment in the historic Dr. Edith Meyers Center. You will also have the unique opportunity to observe and connect with the girls we serve and watch first-hand how our powerful programs transform their lives.

GIIC, based in Alameda, CA, is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and bold<sup>SM</sup>**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit the GIIC website, [www.girlsincislandcity.org](http://www.girlsincislandcity.org), and “like” our Facebook page, to learn more about us.

### **POSITION DESCRIPTION**

The Administrative Assistant (AA) provides general administrative support to the Development and Communications Director and team. The AA also is responsible for specific tasks and projects related to data entry and donor reports, stewardship, sales processing and deposit reconciliation, bulk mailings, events, and volunteers.

This position reports to the Development and Communications Director.

### **AREAS of RESPONSIBILITY**

#### **General Administrative Tasks**

- Provide phone and email communications support to the Director and Marketing Communications and Events Specialist
- Coordinate production and mailing of all bulk mailings: Event materials, spring and year-end appeal letters, promotions, announcements, etc.
- Prepare Committee meeting materials including spreadsheets and PowerPoint presentations.

#### **Database and Data Entry, Sales Processing, Reports, Stewardship**

- Maintain and update the Salesforce donor database which includes individual and corporate donations/sponsorships; grants and foundation funding; and volunteer records.
- Prepare and process individual and organizational donations
- Prepare and process acknowledgement letters within a 48-hour turnaround.
- Work with Marketing Communications and Event Specialist to redraft letters as needed.
- Prepare and process special acknowledgement letters associated with events, appeals, and promotions according to established deadlines.
- Prepare donor reports as needed and monthly dashboards
- Assist Marketing Communications and Events Specialist with processing of sales in Greater Giving and reconcile those sales in Salesforce database.
- Prepare monthly deposits and reconcile Salesforce information with Finance Director.

### **Event and Volunteer Assistance**

- Recruit, manage, train, and recognize volunteers.
- Create job descriptions for volunteer positions, outreach materials, and market strategies.
- Research and develop relationships with volunteer organizations (such as Hands On Bay Areas) and Human Resource departments of local businesses and corporations to leverage their community service programs.
- In concert with Marketing Communications and Events Specialist, recruit and manage a robust group of volunteers to help with pre-event preparation, day-of activities, and post-event follow-up for Women Who Dare and internal events such as Holiday Sale, Father-Daughter Dance, Community Awards Ceremony, Board Installation, etc.
- Attend events, be the lead in managing volunteers, and assist Marketing Communications and Event Specialist with all activities as needed: Setup, check-in, silent auction, raffle, food service, timely execution of program, item distribution, check-out, volunteer management, etc.
- Solicit input and volunteer requirements from staff to achieve agency needs.
- Coordinate all logistical aspects of group volunteer projects including procurement of supplies, equipment, and food.
- Create and maintain volunteer records in database.
- Track and record volunteer hours performed and calculate funding equivalency.
- Keep informed about current state and federal laws that apply to volunteers.

This job description is not intended to be all inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required to ensure a positive image and the improvement of services for Girls Inc. of the Island City.

### **QUALIFICATIONS**

- Associate's degree in related field or comparable work experience.
  - At least two years of relevant experience at a nonprofit or work history in a community relations or social responsibility sector.
  - Experience with data entry and donor reports, stewardship, sales processing and deposit reconciliation, bulk mailings, events, and volunteers.
  - Familiarity with bookkeeping, financial concepts, and comfort level working with numbers.
  - Knowledge of QuickBooks helpful but not required
  - Excellent written and oral communication, critical-thinking, presentation, and people skills.
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- Ability to lead multiple long- and short-term projects simultaneously while meeting all related deadlines.
- Ability to plan, prioritize, coordinate, and manage own work.
- Proven ability to work with minimal supervision.
- Ability to respond to rapidly changing priorities and ability to work well under pressure.
- Must work well as part of a team with the ability to work independently.
- Ability to maintain confidential records and information.
- Proven attention to detail and ability to work with various information tracking mechanisms.
- Ability to relate to diverse communities and various levels of individuals.
- Outstanding computer literacy and Windows proficiency in Word, PowerPoint, and Excel.
- Experience with donor database software, preferably Salesforce.
- Experience with event management software, preferably Greater Giving.
- Experience with Google apps and Network for Good.
- Possess a valid driver's license.
- A passion for our mission to inspire girls.

**Hours of Work:** Part-time position; 25 hours per week.

**Starting Compensation:** \$18 per hour.  
Paid sick and vacation time, and paid holidays.

Application Process: Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, and a complete list of three professional references. Electronic application packages are encouraged and should be sent in MS Word or PDF format only. **Submission deadline is November 6, 2017 with an immediate start date.**

***NO PHONE CALLS PLEASE.* Applications that do not include all requested documents included in instructions will NOT be considered.**

Please email or send all the application materials to:

**Diane Cunningham Rizzo, Development and Communications Director**  
**1724 Santa Clara Avenue**  
**Alameda, California 94501**  
**E-mail: [drizzo@girlsincislandcity.org](mailto:drizzo@girlsincislandcity.org)**

*Girls Inc. of the Island City is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons more than 40 years of age, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply.*

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