

EXECUTIVE ASSISTANT

First 5 Napa County

REPORTS TO: Executive Director

SUPERVISES: N/A

SUMMARY:

The Executive Assistant works closely with the Executive Director to support administrative needs, office management, and telling the First 5 Napa County story and impact in meeting the needs of children and families in our community in a variety of formats. Responsibilities include coordinating the Executive Director's calendar; preparing correspondence, reports, and presentations; and coordinating social media and outreach efforts.

ABOUT FIRST 5 NAPA COUNTY:

OUR VISION

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

OUR MISSION

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.

OUR STORY

In November 1998, California voters passed a statewide ballot initiative to add a tax on tobacco products, with funds going to support a comprehensive, integrated system of early childhood development services. The following year, the Napa County Board of Supervisors established the Napa County Children and Families Commission (now First 5 Napa County) to distribute funding from California's Proposition 10 and provide resources to support a comprehensive system of services that ensures children ages 0-5 in Napa County enter school health and ready to learn. Since its inception, First 5 Napa County has invested more than \$22 million in the community.

We accomplish our work by building the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children.

First 5 Napa is centering equity in all of our work and embracing the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families.

RESPONSIBILITIES:

1. Manage the executive director's calendar, including scheduling appointments, preparing travel arrangements, and coordinating communications.
2. Keep the Executive Director advised of time-sensitive and priority issues, ensuring appropriate follow-up.
3. Work with the Executive Director to review applications for financial sponsorship
4. Prepare and distribute correspondence, reports, and presentations.
5. Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.
6. Prepare, reconcile, and submit expense reports.
7. Maintain paper and electronic filing systems.
8. Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
9. Providing administrative support to the Executive Director other First 5 Napa County staff as needed
10. Create and distribute the First 5 Napa County Newsletter
11. Create and update the First 5 Napa County calendar
12. Update First 5 Napa County website as needed
13. Organize and archive First 5 Napa County media releases
14. Office management including supply orders
15. Assist with other administrative tasks as needed
16. Work with other First 5 Napa County staff to coordinate social media efforts and other communication strategies for First 5 Napa County to strengthen efforts and expand reach.
17. Utilize Canva or other design software to draft flyers, social media posts, and other materials.
18. Represent First 5 Napa County in a variety of outreach events and advocacy opportunities
19. Maintain a professional appearance of self and working area; exhibit appropriate behavior with staff, program participants, and stakeholders, i.e., being courteous, thoughtful and professional.

QUALIFICATIONS:

1. Two years of professional work in a nonprofit or public sector, preferably in an administrative or office support role.
2. Possesses some knowledge and experience in diversity, equity, and inclusion work.
3. Strong organizational and time management skills
4. Experience using social media to engage stakeholders, including caregivers, community leaders, and/or community-based organizations.
5. Experienced IBM/compatible PC in a Windows environment.
6. Experienced in using Microsoft Word, PowerPoint and Excel required.
7. Outstanding communication and interpersonal skills; i.e., telephone skills, writing and listening.
8. Strong organizational and time management skills.
9. Positive professional attitude with sensitivity towards confidential donor and financial information.
10. Able to work independently and collaboratively in a team environment.
11. Possess a valid California driver's license with automobile insurance and have a personal vehicle available for errands.
12. Preferred: At least two years of education in public health, psychology, early childhood education, child development or other social sciences.
13. Preferred: Bachelor's degree
14. Bilingual preferred; at a minimum, the ability to understand and to make one-self understood to all Spanish speaking individuals.

BENEFITS:

1. Salary range: \$60,000-\$73,000 dependent on experience
2. Stipends for health, dental, vision, car and phone use
3. Part time remote options available after first 3 months
4. 13 Designated holidays and additional paid time off for illness and vacation
5. Opportunity to work with a dedicated and passionate team
6. Chance to make a difference in the lives of children and families

First 5 Napa County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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Applicants are invited to send their resume and cover letter to: Admin@first5napa.org