



Every one. All ways.

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin – including Tomales, Bolinas, Stinson Beach, and San Geronimo Valley – who are struggling to make ends meet. We respond to ever-changing circumstances, address needs not addressed by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crisis with vital support taking many forms—supplying food to the hungry, clothing and household items to dislocated families, referrals for county, state or federal support services, and sponsorship of other local non-profits providing important services. to our shared community

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Under director of Executive Director, provides assistance and support with administrative duties.

Position summary - Assists with:

- Day-to-day management of basic operations and programs.
- Understands the community served and how the agency may need to alter services in response to changing needs.
- Performs other duties and administrative functions as assigned.

Competencies:

- Knowledge of the small non-profits and its dynamics with the board, committees, and staff.
- Strong time management and attention to detail.
- Proficient in core skills including analytical and problem-solving abilities, excellent written and verbal capabilities for both internal and external communication. Efficient time management, social media and computer skills, including use of Word, Excel, Apricot, and Quick Books programs.
- Cultural Responsiveness: Interact routinely in conversations based on race and equity, professionally and personally, and should show comfort and practice doing so.

Requirements and duties: Assists with:

- Grant writing and grant reporting.
- Media posting.
- Donor database.
- Preparing payroll.
- Prepare written communications such as emails and thank you letters.
- Assist with handling Executive Director's emails and phone messages, as needed.

Physical requirements

- Ability to work long hours at a computer, subject to interruptions to deal with needs that arise.