

West Slope Foundation (WSF)

Job Title: Executive/Program Assistant

Job Code: Part Time

Department/ Program: Individual Assistance and Resiliency

Pay Grade: TBD

Reports to: Executive Director and Development/Program Director

Salary Range: \$20,280.00 to \$22,280.00

Summary

West Slope Foundation is looking for a part-time Executive/Program Assistant with at least two years of experience that qualifies them to coordinate office operations, procedures and resources to facilitate the effectiveness and efficiency of the entire organization. The person will provide daily administrative support for staff and consultants. Being a key point of contact for people inside and outside of the organization, it is critical to be able to quickly acquire an understanding of how the organization operates and the role it plays in the community. This position reports to the Executive Director and Development/Program Director.

Executive Assistant Responsibilities

- Manage and maintain calendar including scheduling appointments, internal/external meetings, and conference calls.
- Frontline for survivor correspondence including, but not limited to in person requests, phone calls, emails, social media, and website messages.
- Maintain grant schedule and database.
- Support grant writing, submission, and reporting.
- Maintain all social media platforms including but not limited to Facebook, Instagram, LinkedIn, Next Door, etc.
- Assist with events, training, workshops, and more.
- Maintain organizational databases.
- Draft and edit correspondence, communications, presentations, and other documents.
- Support other Senior Management staff on other projects as needed.
- Prepare agendas for meetings, briefing materials and presentations as needed, and take notes.
- Coordinate grant management and reporting.

A Successful Candidate Must Be

- A strategic thinker who is adept at multitasking in a fast-paced environment.
- Results oriented.
- Adaptable and a flexible problem solver.
- Able to plan, prioritize, and organize processes.
- Able to work independently with little supervision.

- Outgoing, straightforward, and creative.
- A person who presents a high degree of maturity, honesty, trust, sophistication, integrity, and cultivates these qualities in others.
- Previous experience and excellent working knowledge of MS Office and virtual meeting platforms such as Teams/Webinar and Zoom (in PC and Mac environments).
- Previous experience with grant coordination, and grant processes a plus.

Experience

- Microsoft Office 365 1 year (Preferred)
- Executive & Personal Assistant: 2 years minimum (Required)
- Grant administration (Preferred)
- Emergency Management/Disaster Response knowledge and experience (Preferred)

Work Location

- Work from home, with some mandatory in-person meetings.

About West Slope Foundation

West Slope Foundation (WSF) was developed in the aftermath of the Caldor Fire by community members. The mission of the organization is to provide immediate and long-term assistance to survivors of the Caldor Fire and to support efforts to create a more resilient El Dorado County.

The Caldor Fire devastated the Western Slope and those who call it home. Supporting the West Slope Foundation means putting money, goods and critical recovery services directly into the hands of survivors. We pride ourselves on our ability to stretch our resources to maximize our impact on individuals and the community.

For more information or to apply email Scot@WestSlopeFoundation.org.