



JOB OPENING:

EXECUTIVE ASSISTANT, Part-Time (20 Hrs/Wk)

THE VOLUNTEER CENTER SOUTH BAY-HARBOR-LONG BEACH



YOU ARE:

A Positive Force. You've got an upbeat, can-do attitude and you bring it with you to work every day. Everyone who talks to you: (vendors, donors, volunteers, and board members) end up with a smile.

Eager to Work for a Nonprofit. You love the idea of supporting a cause you believe in. You understand that nonprofits can't always compete with corporate offer packages, but you recognize that you can't put a price on that satisfied feeling at the end of the day when you've helped someone in need.

A Team Supporter. You thrive in a small team environment and you are a pro at switching "hats" to pitch in wherever you are needed. You understand that every little task adds up to the bigger success. You're comfortable in a supporting role and you love it when the team succeeds.

A Computer Whiz. You love learning. The idea of diving in and using Doodle.com for scheduling, Salesforce for donor management, Constant Contact for emails, and Quickbooks for data entry sounds like no problem. If you aren't already a pro, you are confident that you can pick it up easily.

Dedicated. You take your work seriously and you go the extra mile. You're always a few minutes early and you have a knack for seeing things that need to be done and taking care of them before you are even asked.



WE ARE:

Reinventing Ourselves. We are a beloved nonprofit with more than 50 years of history, and we're in the midst of a major transition. We are actively planning our strategy for the next 50 years. It's a very exciting time and everyone on the team has a voice in the reshaping process.

Crazy About Volunteers. Volunteers are our favorite type of people. We wholeheartedly believe that volunteers are changing the world, one generous act at a time. We love the fact that when someone gets that spark to DO SOMETHING to make the world better, they come to us.

Technology-Savvy. Our team loves computers and we all pick up new systems quickly. We are in the process of updating and launching several new software and hardware systems. We enjoy learning new programs and drop by each other's office excited about the latest feature or short cut we just found.

Flexible. We recognize that well-rounded people make happy employees. Maybe you are a parent who wants to work during school hours, an actor who wants to work around auditions, or a student who needs to work around a class schedule. We look forward to finding a win-win schedule.

Really, Really Big on Integrity. Each of us highly values our integrity. We believe that the trust of our donors, partners, volunteers and clients is sacred. We follow the rules and like to ace our audits. Our partners often praise our ethics and professionalism.

P.S. *And just wait until you see the historical landmark building- you won't find cubicles here!*

WE NEED YOU TO:

- ♥ **Greet the Public with a Smile.** You will often be the first positive voice and smiling face that a visitor, volunteer, donor or vendor meets. You will help answer phones, greet walk-in visitors, accept donation deliveries, process phone donations, and schedule vendors.
- ♥ **Keep Us Organized.** You will be responsible for making sure we have an office space that is well-stocked and orderly. You will open and sort the mail, place orders for supplies, help prepare copies and materials for programs and meetings, and set up for meetings. You will help keep up our filing systems organized so you can grab important docs upon request. You will also handle the shared online calendar and scheduling for the President/CEO and team as needed.
- ♥ **Manage Our Donations.** You will process donations. You will enter the gift amounts, purpose and donor information into Salesforce and Quickbooks. You will prepare and send the thank you letters and deposits. You will scan important grant documents and file them online.
- ♥ **Keep Our Lights On.** You will help us process all our check requests and pay our bills for six offices. You will enter the data into Quickbooks and help print the checks, gather signatures and pop them in the mail before the due date.
- ♥ **AND MOST IMPORTANT... Be a Team Player.** You will be a key member at monthly "team think" brainstorming sessions. You will have a voice at the table and opportunity to learn about all aspects of our organization. You will be a part of the strategic planning process.

Sound like a match?

Please email your cover letter addressed to Sara Myers, President/CEO and resume to volopps@volctr-sobay.org as soon as you can because we are overwhelmed without you, and we can't wait to meet you!