

**Nepal Youth Foundation
3030 Bridgeway, Ste. 325
Sausalito, CA 94965**

Job Description:

Administrative Assistant – Development Team

Working Hours: 32-40 hours week, Monday-Friday. Availability to work occasional nights and weekends.

Employment Status: Non-Exempt

Reports to: Director of Development

Remuneration: \$40K-\$44K FTE, or \$20-\$23/hr. for P/T

Benefits: PTO, Health and Dental, Flex Account

The Organization:

Nepal Youth Foundation (NYF) offers hope and opportunity to Nepal's most impoverished children by providing them what should be every child's birthright: Freedom, Shelter, Health and Education. Established in 1990, our goals are to:

- Increase access to education for children
- Improve the health of families and children
- Empower youth to achieve their potential
- Enable girls to receive equal treatment and education

www.nepalyouthfoundation.org

Job Summary:

NYF seeks an Administrative Assistant with a commitment to our mission, excellent problem-solving ability, and attention to detail in order to be the foundation of our daily operations. This member of our team's primary responsibility is managing NYF's database - ensuring accurate and timely processing of donations and generating letters thanking donors. Additionally, this position supports the Development team with list generation, donor communications, and event and general office support as needed.

Strong computer skills (particularly Word & Excel) are crucial, and experience with a CRM or donor database is ideal (but, training is available).

Business hours are Monday-Friday, with occasional nights and weekends. While full time staff is preferred there is potential for a reduced schedule. Development responsibilities may expand depending upon available time.

Experience and Qualifications:

- Highly effective communication, organizational, problem solving, and customer service skills
- Motivated, punctual, and capable of working as part of a small, collaborative team
- Ability to maintain a positive working relationship with staff and donors
- Must be detail-oriented and solution-oriented
- Demonstrated office experience, managing and communicating information quickly and accurately
- Strong computer skills (particularly Word & Excel), and experience with a donor database (ideally Raiser's Edge or eTapestry) is preferred
- Availability to work occasional nights and weekends.

To Apply:

If you are interested in this position, please submit a cover letter and resume electronically to Julie@NepalYouthFoundation.org with the Subject Line: Administrative Assistant Position.