



Molly's Angels of Napa Valley | 433 Soscol Ave., Suite B-151, Napa, CA 94559

Organization: Molly's Angels of Napa Valley

Title: Office Administrator

Opportunity to contribute in a key role with Molly's Angels, a well-known and beloved nonprofit organization in Napa County. Our mission is to provide transportation and support services to ensure independent living for seniors with confidence, dignity, and integrity. Among our services, volunteers provide free transportation to and from medical appointments, and make weekly check-in calls to seniors living alone.

As Office Administrator You Will:

- Manage all administration and office aspects of Molly's Angels programs, services, and reporting. You will be integral part of our small, three-member staff along with the Executive Director and Program Director.
- Communicate with our senior clients via phone interface for their transportation needs and care calls.
- Communicate, coordinate, and provide oversight to Molly's Angels volunteers in fulfilling transportation and care calls by phone, email, and in-person.
- Support and participate in Molly's Angels community activities and events.

Requirements:

- Napa based or within reasonable distance
- Bilingual (Spanish/English)
- Proven experience and skills in independently managing and organizing complex administrative programs and services, and in managing an office.
- Exceptional interpersonal and written communication skills as you are a key interface with clients, volunteers, and the public. Recognition as to when to apply understanding and patience with some of our elderly clients.
- Advanced proficiency in MS Office Suite. Ability to quickly master and administer software and systems related to our services.
- Creativity and enthusiasm in planning and participating in events, presentations, and fundraising.

Salary: \$28-30 hourly depending upon experience

Additional Benefits: health benefits, personal office, and paid time off.

Please send cover letter and resume to: dsmith@mollysangels.com

Molly's Angels is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.