



## JOB DESCRIPTION

Administrative Assistant  
*New Community Leadership Foundation*  
*San Francisco, CA*

Job Type: Full-time  
Number of Hires for this Role: 1

Funding for this position was made possible through Mayor London Breed's Dream Keeper Initiative and the Office of Economic and Workforce Development's Invest In Neighborhoods (IIN) initiative.

## COMPANY OVERVIEW

New Community Leadership Foundation is a non-profit organization that works to transform and empower black and other disenfranchised communities in San Francisco. Our dedicated employees and volunteers work together to create and implement programs that promote cultural upliftment, historic preservation, economic development, equity advancement, artistic empowerment, and much more. If you are a passionate individual who would like to work alongside individuals who want to make a difference in San Francisco, then we would like to hear from you!

## JOB OVERVIEW

Our organization is currently seeking an experienced Administrative Assistant to join our wonderful team. The successful candidate will be responsible for providing administrative support through various tasks such as documentation writing, research, note taking, keeping minutes, data entry, managing apps, answering phones, and more.

## RESPONSIBILITIES

- Conduct research and write various documents for the organization
- Support with writing grants and proposals
- Record meeting minutes and take detailed meeting notes
- Data entry in Salesforce
- Manage organization social media apps
- Organize and maintain files and databases in a confidential manner
- Screen phone calls, redirect calls, and take messages
- Managing organization calendar and schedules
- Schedule appointments, meetings, and reservations as needed

- Receive deliveries, sort and distribute incoming mail
- Coordinate staff travel arrangements including transportation and accommodations

### **QUALIFICATIONS**

- Bachelor's degree in marketing, communications, business, or related field preferred, but not required
- Strong computer proficiency including Microsoft Office Suite and Google Workspace programs
- Excellent written, verbal, and interpersonal communication skills
- Experience using Salesforce is preferred
- Accurate data entry skills
- Ability to work independently or as a team player as needed
- Good decision-making skills; able to perform work with little direction
- Proficiency operating office equipment such as phones, fax machines, and multi-functional printers

### **COMPENSATION, BENEFITS, AND PERKS**

- Salary Range: \$20.00 - \$25.00 per hour, depending on experience

### **CONTACT**

- Majeid Crawford at 415-857-1136 or [INFO@NCLFINC.ORG](mailto:INFO@NCLFINC.ORG)
- [WWW.NCLFINC.ORG](http://WWW.NCLFINC.ORG)