



## Willow Creek Fire Safe Council

P.O. Box 224

Willow Creek, CA 95573

(530) 629-6008

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### Administrative Assistant Job Description

- Job Title:** Administrative Assistant  
**Location:** Hybrid Remote/Willow Creek Fire Safe Council Office, 40620 Hwy 299  
**Terms:** Nonexempt, Part-time up to 20 hours/month depending on funding  
**Hourly Rate:** \$20 - \$25 depending on experience  
**Requirements:** This position is funded through 2026 with expectations to extend with future grant awards

#### About Willow Creek Fire Safe Council

*The mission of the Willow Creek Fire Safe Council (WCFSC) is to reduce wildfire risk and increase survivability by implementing fuels reduction projects and encouraging residents of the greater Willow Creek area to make their homes, neighborhoods and community fire safe. WCFSC and its members and volunteers work with partners around Trinity and Humboldt Counties to accomplish this mission and make our communities more safe.*

#### Summary

The Willow Creek Fire Safe Council is hiring a part-time, grant funded Administrative Assistant. This position will be essential in supporting daily operations and assisting with planning for future program and staffing needs. There is currently funding for up to 20 hours/month at a rate of \$20-\$25/hour depending on experience. Please submit a cover letter and resume to [admin@wcfiresafe.org](mailto:admin@wcfiresafe.org). This position closes on December 1, 2024 with interviews to follow.

#### About the Position

This part-time role offers a unique opportunity to support a dedicated team focused on wildfire risk reduction, community safety, and the stewardship of healthy landscapes. As an Administrative Assistant, you will contribute valuable financial, administrative, and grant management skills, assisting the board in tracking project progress and ensuring financial compliance. Responsibilities include: fulfilling nonprofit filing requirements; managing communications with donors, subscribers, and members; maintaining records and bookkeeping; and enhancing organizational capacity through grant applications and management. Primary tasks involve overseeing the organization's email, supporting directors with office

tasks, managing contracts, and assisting with grant reporting and applications. This role is a vital part of efforts to strengthen wildfire resilience in the community.

## Key Responsibilities

- Oversee office activities to ensure efficiency and adherence to nonprofit policies
- Collaborate with board leadership and working groups to provide timely financial updates and reporting as needed
- Support directors in key tasks, including sending donation receipts and thank-you letters, organizing documents like agendas and minutes in Google Drive, managing Mailchimp newsletters, and updating the member roster
- Handle phone calls and correspondence efficiently
- Assist with budgeting and bookkeeping processes
- Manage all aspects of grant program administration and contract management, including proposal preparation, regulatory compliance, budgeting, and reporting.
- Maintain and update records and databases for personnel, financial and other organizational data
- Prepare reports, presentations, and proposals as needed
- Provide support to colleagues as required

## Desired Experience

- Proficiency in standard and specialized software applications, including Microsoft Office, Google Drive, and QuickBooks
- Experience in writing and managing contracts and grants
- Ability to interpret and apply state and federal regulations, as well as county codes and policies
- Skills in coordinating and leading projects effectively
- Strong verbal and written communication skills
- Proven ability to build and maintain cooperative working relationships with colleagues, community members, developers, advocates, and regional agencies

*\*This job description provides a general overview of the position's scope and responsibilities and is not an exhaustive list of duties.*

## Minimum Qualifications

- A motivated self-starter passionate about the mission of the Fire Safe Council
- Proven ability to organize, direct, plan, and coordinate projects
- Ability to understand, complete, and file nonprofit paperwork
- Interest in grant writing, administration, and related financial tracking and reporting
- Proficiency in persuasive writing and strong attention to detail
- Strong skills in building and maintaining effective working relationships with fire agencies, volunteers, community groups, government entities, and nonprofit organizations

## Preferred Qualifications

- Associate of Arts degree or two years experience in relevant field such as conservation, accounting, business administration, or related fields
- Experience in grant and contract administration
- Proven experience in office management

## Compensation and Benefits

- Hourly rate: \$20-\$25, depending on experience
- Computer and all software needed for the role are provided.
- Flexible schedule, to be set in consultation with the employee's direct supervisor.

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***Willow Creek Fire Safe Council is a volunteer-run nonprofit that compensates employees and contractors based on job-related qualifications and abilities. We offer a welcoming and inclusive environment in service to one another, our programs, and the diverse communities we represent. We do all of this with kindness, empathy and respect for each other.***

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