



Title: EXECUTIVE ASSISTANT
Time Commitment: Part Time (~25 hrs./wk.)
Reports To: Executive Director

About the Dragon Kim Foundation

Our mission is to inspire our youth to impact their communities while exploring and pursuing their passions. To learn more, please visit: <http://dragonkimfoundation.org>

Position Summary

The Executive Assistant works closely with Executive Director and the Board Chair to provide support for the Dragon Kim Foundation's programs, events, fundraising, marketing, and communications. The position will be part time (~25 hours per week).

Responsibilities

- Events
 - Serve as the administrative contact and coordinator for all events including venue, vendors, logistics and volunteer committees; and support the Executive Director in the planning and implementation of all events.
- Fund Development
 - Provide administrative support and coordination for all fundraising activities including gift/sponsor/grant tracking, processing, and acknowledgement; donor database management and reporting; preparing and editing donor cultivation, solicitation, and stewardship materials, assisting in fulfilling the membership gifts.
- Marketing and Communications
 - Provide administrative support and coordination for marketing and communications activities including newsletters, social media, website, invitations, brochures, flyers and the annual report.
- General Administration
 - Provide general administrative support to Executive Director (ED) and Board Chair for document preparation; organizing schedules and ED priorities, meeting agendas; minutes; mail; filing systems; supplies and equipment; conference room reservations; invoices and check requests; tracking expenses; fulfilling reimbursement, answering phones and responding to electronic inquiries.

Minimum Requirements

- Bachelor's or Associate's Degree
- Two years of administrative or event planning experience
- Proficiency with office and design software programs
- Proficiency with social media and website platforms
- Excellent communication and coordination skills
- High level of initiative and ability to work independently



- Ability to work with confidential information
- Comfortable working with children and teenagers
- Valid CA Driver's License and car insurance
- Must be willing to work weekend events (a few times a year)

Preferred Requirements

- Demonstrated familiarity with the nonprofit sector
- At least two days/week in office at our Irvine headquarters

Compensation

- \$20-\$21 per hour, commensurate with experience

To Apply

Please send a resume and a letter introducing yourself and your interest in this position to Caroline Wong Nakata @ carolinewnakata@gmail.com