**JOB TITLE:**
Events/Fundraising Assistant

**GENERAL JOB SUMMARY:**
Assist with and provide staff support for fundraisers and events, donor database management, and assistance with all agency outreach and public relations materials (newsletters, websites, etc.).

**CLASSIFICATION:**
Exempt:
Monday – Friday: 8 hours per day (40 hours per week)
Work Time: 9:00 am – 5:00 pm*
*Must be willing and flexible in time to assist with events as needed (nights and weekends)

**SUPERVISION GIVEN AND RECEIVED:**
This position does not provide direct supervision to staff, and is supervised directly by the Executive Director.

**ESSENTIAL FUNCTIONS:**
- Ability to work with multiple databases. Create spreadsheets, data entry, reports, mailing labels, etc.
- Excellent writing skills. Ability to write for Agency publications and articles, proposals, grants, foundations, and social media content.
- Provide leadership and assistance to staff and fundraising committee(s).
- Attend meetings and represent Agency as needed.

**KNOWLEDGE, EDUCATION AND EXPERIENCE:**
- Education: College education with a minimum of a Bachelor's degree. Extensive qualifying experience may be substituted for college work.
- Experience: Minimum of two years preferred with database programs and events coordination.
- Self-motivated and ability to engage and network.
- Possess strong oral, written, and interpersonal communications skills. Demonstrated ability to work independently and harmoniously with a wide variety of people.
- Possess strong organizing skills with attention to detail, ability to prioritize and multi-task.
- Strong computer skills, including the use of search engines, the Windows work environment, and database management.
- Possess valid CA. driver license and have good driving record. Must be insurable with Agency insurance provider.
- Bilingual skills in Japanese and English preferred.
- Previous experience working with social service organizations/non-profit organization preferred.