



Executive Assistant

Position title		Department	Reports to
Executive Assistant		Core Services/Communications	Sr. Manager Communications & Development
Employment status		Weekly Hours	Salary Scale
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		32-40	\$36.00-\$46.00 p/hr
FSLA Status	Last Draft Date	Approval Date	Last Published
<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	April 2026	4/30/2026	5/2026

The Napa Communities Firewise Foundation (NCF) is committed to reducing hazards from wildfire to protect Napa County Communities. NCF provides information, education, and vegetation thinning so residents and visitors can live more safely with wildfire. NCF projects greatly benefit wildfire suppression access and response, while mitigating the impacts of environmental resources throughout Napa County.

POSITION SUMMARY

The Executive Assistant (EA) provides high-level, confidential administrative and operational support to the CEO while also serving as a shared resource for the full leadership team. Reporting to the Senior Manager of Communications & Development, the EA develops a working understanding of all organizational functions, enabling them to integrate smoothly across teams, anticipate leadership needs, and provide responsive support where it is most impactful. This position requires exceptional discretion, sound judgment, flexibility, and the ability to balance competing priorities in a fast-paced environment.

NCF is a grant-funded 501c3 nonprofit. This position enables the employee to work remotely, but the EA is required to occasionally visit project sites and attend events, presentations, and in-person meetings. The ability to speak Spanish fluently and experience with wildfire prevention is also preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

While the Executive Assistant primarily supports the CEO, the role also functions as a strategic partner to the entire leadership team.

CEO Executive Support - Primary

- Manage and maintain the CEO’s calendar, including scheduling, prioritizing, confirming logistics, booking travel, and protecting focus time for high-impact work.
- Understand CEO’s priorities and support priority functions as needed.



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- Serve as a trusted gatekeeper for CEO communications: triage incoming requests, draft or respond to routine messages, and ensure timely follow-through.
- Prepare meeting materials for the CEO (agendas, briefing notes, talking points, background documents) and ensure the CEO is fully prepared for internal and external engagements.
- Conduct research, compile data, and prepare presentations for executive, board-level, and public viewing.
- Assist with the preparation of expense reports, reimbursements, time tracking and small projects related to time and expense management
- Represent the CEO professionally when requested—liaise with individuals, partners, and stakeholders to gather information, relay decisions, and facilitate next steps.

Leadership Support – Cross-Functional

- Provide direct administrative support to the full leadership team, balancing competing priorities with strong judgment, diplomacy, and clarity on urgency/importance.
- Assist with events planning and set-up venue selection, reservations, logistics, A/V etc
- Coordinate leadership team calendars to enable efficient cross-department collaboration, including recurring leadership meetings, planning sessions, and time-sensitive approvals.
- Build and maintain a working understanding of each department’s priorities so you can anticipate needs, reduce friction, and seamlessly shift support where workload is highest.
- Create consistent rhythms for leadership (weekly priorities, deliverable tracking, key dates) and proactively flag deadlines and potential risks.
- Assist with agenda development, take accurate meeting minutes when requested; document decisions, action items, owners, and deadlines, and distribute follow-ups promptly.

Confidential Information & Special Projects

- Always maintain strict confidentiality and discretion, handling sensitive information (personnel, financial, legal, strategic, and partner communications) with exceptional care.
- Apply strong privacy practices when working with personally identifiable information (PII) and sensitive records.
- Use sound judgment regarding what to share, with whom, and when—escalating issues appropriately and documenting decisions securely.
- Coordinate and support special projects assigned by the CEO or leadership team.

MINIMUM QUALIFICATIONS (Education, Knowledge, Skills, and Abilities)



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The requirements listed below are representative of the knowledge, skills, and abilities required to successfully perform this position.

Education and Experience Requirements:

- Bachelor's degree in business, communications, or other relevant fields
- 3+ years of experience in a related executive support role
- Proficiency with standard administrative workplace tools: email, calendars/scheduling/Teams meetings, word processing, file management, etc

Knowledge, Skills and Abilities:

- Ability to travel to project sites and meetings as needed, including driving to and from locations and meeting sites independently.
- When using a personal vehicle, must maintain California-compliant auto insurance with minimum coverage of \$100,000 per person, \$300,000 per accident, and \$50,000 for property damage.
- Proficiency with the Microsoft Office 365 suite, including Word, Excel, SharePoint, Outlook, and PowerPoint.
- Strong analytical, problem-solving, and critical-thinking skills, supported by active listening and clear, effective communication.
- Demonstrated ability to prioritize work, manage multiple projects, and meet deadlines while aligning efforts with organizational and leadership objectives.
- Working knowledge of business and management principles, including strategic planning, resource allocation, and coordination of people and processes.
- Excellent interpersonal and communication skills, with the ability to engage and build trust with individuals from diverse backgrounds and represent the organization professionally.
- Exceptional attention to detail, particularly in scheduling, documentation, communications, and operational support.
- Strong team orientation, with a demonstrated willingness to assist across departments in support of the NCCFF mission.
- Ability to work independently and effectively with minimal supervision in a remote or hybrid work environment.
- Comfortable operating in a fast-paced, dynamic, and sometimes unpredictable environment, adapting quickly to changing priorities.

Desired but not Required

- Experience using Monday.com or other project tracking applications
- Experience working in forest management and wildfire prevention
- Fluency in Spanish
- Experience working in 501c3 nonprofit organization



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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Must be able to travel long distances to visit job sites located on dirt roads, up steep driveways, or on rough terrain in various locations within the service area, including rural and remote areas.
- Able to ride along with field staff on bumpy terrain using all-terrain vehicles, including the ability to traverse uneven terrain in a variety of weather conditions. NCCF issued safety gear will be provided.
- Able to navigate and work in remote areas with limited access to facilities.
- Able to navigate stairs and steep hillsides with no steps or guardrails.
- Ability to monitor safety in field environments and participate in both virtual and in-person meetings.
- Able to communicate clearly and listen actively in noisy environments, such as community events or field locations.
- Able to stand, bend, kneel, reach, stoop, and crawl.
- Able to lift up to 25 pounds and carry up to 30 pounds.
- Able to perform work and attend virtual meetings on a computer for sustained periods of time.



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Napa Communities Firewise Foundation (NCF) is an equal opportunity employer. The above job description is intended to describe the essential job functions, and requisite knowledge, skills, abilities, education, and experience for this position. This description is not intended to be construed as an exhaustive list of all the responsibilities, duties and skills required. NCF will provide reasonable accommodations for those with medical conditions or disabilities, unless it would cause an undue hardship or the individuals would pose a direct threat or significant risk or harm to the health or safety of themselves or others. This job description does not create an employment contract, implied or otherwise, as all employment at NCF is at will.

I have read and understand the job description and can affirm that I meet the requirements for the position, and can perform all essential job functions, with or without reasonable accommodations.

- I understand the physical requirements of the position and I can perform the essential functions of the position, and I am able to perform them without accommodation; or
- I understand the physical requirements of the position and I require accommodations. By checking this box I authorize the Human Resources department to contact me directly.

Employee
Name:

Employee
Title:

Employee
Signature:

Date:

Supervisor
Signature:

Date:
