

Assistant Director needed for
The Nevada County Diaper Project
A a501© 3 Non Profit Organization

The Assistant Director will work along with the Director in operation of the diaper project for at least one year with the end purpose of assuming the role of Director in the future. This is a volunteer position.

The Director is responsible for overseeing the monthly distribution of diapers to distributors, maintaining records of the inventory, filing year-end tax forms, applying for grant money, and overall publicity with regard to fundraising. The average time per week expended on these activities is approximately 3 hours.

Computer skills are a must. We presently use Microsoft EXCEL for the inventory records, Microsoft WORD for documents, and Quicken for our financial record keeping.

This is a small, but important, non-profit that has served Nevada County families since 2009, and we want to insure the continuation of the distribution of diapers in our county.

If you have the desire to help our community and assume the leadership of this small non-profit, contact Cathy Fagan at 530 432 1974 or ncdiaperproject@comcast.net