



## **Administrative Assistant-Grant Coordinator**

Gilroy Foundation, located in downtown Gilroy, is looking for an Administrative Assistant/Grant Coordinator. The Foundation is a leader in the Gilroy community and South County at large. Residents recognize the Foundation as a resource that matches donor dollars with programs to enhance, enrich and elevate our diverse community. Nonprofit programs rely on our annual Grantmaking Cycle to gather funding to fuel their programming. There is no business that is as gratifying as community philanthropy. We accept donations from residents who want to improve our community and turn those donations into grant awards that do just what the donor expected of us.

We are looking for a master multi-tasker with excellent communication skills. Candidates should be able to assist management and all visitors to the office by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace. We are seeking an individual who respects the diversity of our community and will embrace Gilroy Foundation's values of inclusiveness and equity. The Foundation will offer this position the ability to improve their knowledge while on the job with access to new educational workshops and webinars.

To be successful as our administrative assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. The Administrative Assistant must be proficient with computers, general office tasks, and excel at both verbal and written communication.

A job with Gilroy Foundation allows employees to challenge themselves with changes in the philanthropic world and bring solutions to those challenges within our diverse community.

### **Administrative Assistant Responsibilities:**

- Generally support the work of the Executive Director and Development Director and Latino Family Fund leadership.
- Generate reports and presentations, as directed.
- Screen phone calls and route callers to the appropriate party, as needed.
- Produce correspondence (letters and emails) in a polite and professional manner, as directed.
- Monitor the annual Grant Cycle, under direction of Executive Director.
- Support Latino Family Fund's annual grant cycle, programs, membership and fundraising activities, and other operational needs.
- Support future Latino Family Fund's Executive Director.
- Assist with general office duties and attend monthly Office Meetings, an occasional evening and weekend event may need employee's attendance.
- Assist with maintaining a professional/presentable work environment.

### **Administrative Assistant Requirements:**

- Proven Administrative Assistance experience.
- Knowledge of office management systems: Microsoft Office 365
- Excellent time-management skills and ability to multi-task.
- Contribute to "team effort" by accomplishing related results as needed.
- Excellent written and verbal communication skills and attention to detail.

This is a part-time, at-will position, Monday-Thursday 9 a.m. to 3 p.m. Friday, 9 a.m. to noon.  
Benefits not included. \$25 per hour.

Please submit resume and two professional references to: [director@gilroyfoundation.org](mailto:director@gilroyfoundation.org)