

## The Ariel Foundation

Job Posting

Assistant position

2017

The Ariel Foundation seeks an Assistant to provide direct administrative support to the Foundation's Director and grant-making activities.

The Assistant reports to and works closely with the Director. The position is part-time, 20-30 hours per week, office hours of 11-5 Monday-Thursday, and located in The Ariel Foundation offices, 101 East Gambier Street in downtown Mount Vernon, Ohio.

Duties will include:

- Traditional administrative office and receptionist-type duties
- Proficiency in the use of the Foundation's grants management software system
- Provide support in the processing of submitted grant applications and post-grant compliance and reporting requirements
- Prepare forms, reports, and data as directed, with expected intermediate or advanced-level proficiency in Microsoft Word, PowerPoint and Excel
- Interact frequently with grantees and community leaders, representing the Foundation in public settings
- Update and maintain the Foundation's website
- Provide support and leadership in Foundation community projects

This position requires the following:

- Demonstrated successful work experience in an office environment, along with interacting with the public and internal staff
- Passion for moving the Mount Vernon community forward through the Foundation's work and in close collaboration with other local partners
- Self-starter with ability to manage and prioritize own time, including multiple projects simultaneously
- Display professionalism; the Assistant is one of the faces of the Foundation
- Outstanding written and verbal communication skills
- Exceptional organizational and administrative skills and attention to detail
- Flexibility, trainability, and adaptability with changing priorities

### To Apply

Applicants should send a cover letter, resume, salary requirements, and contact information for three references **combined as a single document in PDF format** to [afdirector@ariel-foundation.org](mailto:afdirector@ariel-foundation.org). Please indicate where you saw the posting. See <http://www.ariel-foundation.org/> for more information on the Foundation.

*No phone inquiries please.*

*The Ariel Foundation is an equal employment opportunity employer.*