

## POSITION AVAILABLE

### ADMINISTRATIVE ASSISTANT

The S. H. Cowell Foundation, a private grant-making philanthropy in downtown San Francisco [www.shcowell.org] seeks an administrative assistant. This is a full-time, non-exempt position. Primary responsibility is to provide secretarial/administrative support for the vice president of grants.

Qualified candidates must have: minimum five years experience working in an office providing executive support; excellent verbal, written and interpersonal skills; strong secretarial, word processing, database, and typing skills; event planning and coordination; experience with Microsoft Word, Excel, Outlook, PowerPoint, Dreamweaver; a demonstrated track record of successful independent work, as well as cooperative group tasks; strong attention to detail; able to prioritize and handle multiple assignments.

Annual salary is commensurate with experience; excellent benefits. Please submit resume with cover letter to:

ADMIN ASSISTANT 6/2008  
S. H. Cowell Foundation  
120 Montgomery Street, Suite 2570  
San Francisco, CA 94104

or: [max@shcowell.org](mailto:max@shcowell.org)

**no telephone calls please**