

ANNOUNCEMENT OF AVAILABLE POSITION

GRANTS ASSISTANT

The S. H. Cowell Foundation, a private independent grant making organization, is seeking a full-time Grants Assistant to support the Vice President Grant Programs and a Program Officer. This position is an administrative assistant position.

Duties/Responsibilities

- processing and monitoring grants
- responding to inquires about grantmaking policies, proposed projects and denials
- Outlook calendaring, Word, Excel, and PowerPoint
- transcribing general correspondence, proofreading, editing
- event planning

Qualifications:

- a minimum 3 years experience working in a professional office setting
- excellent analytic, secretarial, writing and communication skills
- proficiency in Microsoft office desktop applications
- experience with computerized data bases

Annual salary: \$38K-\$42K, commensurate with experience, excellent benefits. Please submit resume with cover letter to:

GA 72009
S.H. Cowell Foundation
120 Montgomery Street, Suite 2570
San Francisco, CA 94104

Or: information@shcowell.org

NO TELEPHONE CALLS PLEASE