

The Jenifer Altman Foundation (JAF) is a private foundation that supports creative work in health, education, the environment and justice. Our principle interest is in working with philanthropic and nonprofit partners to advance strategic initiatives in environmental health and justice.

JAF seeks a part-time temporary Administrative Assistant to work in our small office in the Presidio of San Francisco. The Administrative Assistant will report to the Program Manager and handle a wide range of duties. He/she will work directly with all members of the staff.

We are a small organization with a wide range of innovative projects, and we are looking for a team player who is enthusiastic about the opportunity to learn about and participate in our work.

Position: Temporary Administrative Assistant

Hourly Wage: \$20/hour - Commensurate with experience

Work Hours: 10 hours/week to be allocated Tues, Wed, Thurs – Flexible schedule possible

Location: The Presidio, San Francisco

Duties and Responsibilities:

- Office communications - Sort and direct incoming mail, handle all general correspondence, prepare correspondence as needed for other JAF team members.
- Office systems – Maintain all office systems, including computer backup systems, and office files. Support the Program Manager in website maintenance. Order and track office supplies and equipment. Manage the process of tracking credit card receipts and statements.
- Support of Grants Administration - Prepare and process grant correspondence, assist the Program Manager with tracking and completion of grant files for each docket cycle.
- Carry out various tasks and provide support to the Executive Director, Program Manager, and President as needed.

Minimum Qualifications:

- Well organized and detail-oriented
- Knowledgeable regarding general administrative office systems
- Experience with Mac OSX, and MS Office, particularly Word and Excel required
- Energetic and have a positive attitude, and enjoy a great sense of humor and a team-oriented collegial work environment

Status: Temporary part-time position

Application Deadline: December 15, 2014

Please submit cover letter and resume by email to smyers@jaf.org. No phone calls, please.

The Jenifer Altman Foundation values diversity. We are an Equal Opportunity/Affirmative Action Employer and do not discriminate on the basis of gender, sexual orientation, age, religion, race, or disability.