

## Announcement of Available Position

### **PROGRAM ASSISTANT**

S. H. Cowell Foundation

Founded in 1956, S. H. Cowell Foundation is a private philanthropy with offices in downtown San Francisco. Cowell makes grants to non-profit organizations and public schools in high-poverty communities throughout northern and central California. Our approach to grant-making is place-based, responsive and hands-on. We view the organizations and communities we fund as partners, and we work hard to develop mutual respect and trust.

Cowell seeks a full-time Program Assistant. Our staff team is small and highly collaborative. The Program Assistant fulfills vital functions of the grants program, both internally and externally: providing administrative support for program officers, and communicating directly with applicants and grantees. Program officers travel frequently, and the Program Assistant is essential to maintaining a reliable, responsive home office. The Program Assistant also provides general administrative support for staff.

Responsibilities include:

- Responding to inquiries from grant seekers and questions from grantees;
- Drafting and executing grant-related documents and correspondence;
- Creating and maintaining database records and knowledge-management documents;
- Scheduling calls, meetings and travel; coordinating events, vendor relations and logistics;
- Providing support to program and administrative staff.

Qualifications include:

- Bachelor's degree;
- Two years of prior experience in a professional office setting;
- Strong clerical and technology-user skills including proficiency in Microsoft Office; experience with Salesforce and Adobe Acrobat are desirable;
- Excellent listening and customer-relations skills;
- Ability to prioritize, handle multiple assignments, and work with urgency;
- Ability to work independently or collaboratively.

The starting annual salary is \$50,000 - \$55,000, commensurate with education and experience. In addition, Cowell offers excellent benefits.

This non-exempt, full-time position is located in San Francisco, California. Cowell is an Equal Opportunity Employer and prohibits unlawful discrimination based on federal, state and local laws.

**To apply**, please email your resume, along with a cover letter explaining how your experience and interests match the needs of this job, to [jobs@shcowell.org](mailto:jobs@shcowell.org). Refer to the job title in the subject line of the email. Please, no phone inquiries.