Become a part of “something bigger”!

Do you have a strong sense of community and take pride in “giving back”? If so, this may be the opportunity you’ve been looking for...

Established in 2001, the Community Foundation of Chippewa County is a nonprofit corporation created by and for the people of Chippewa County to help donors make a positive influence within our area communities.

We currently have an opening for an energetic candidate to join our team as an Executive Assistant. The position will work to provide a positive experience for community and Foundation partners by handling day-to-day general operational office administration. And to serve in a supportive role to the Executive Director of the Foundation with specific responsibilities in the areas of database management, communications and grant related activities.

Competencies:

1. A passion for connecting with community members and organizations
2. Comprehensive knowledge of office administration and operations
3. Desire to serve in a professional, nonprofit working environment with strong customer service orientation.
4. Meticulous attention to detail
5. Organizational ability to multi-task, track multiple projects, meet deadlines, and set priorities

Education:
- Executive/Office Assistant Associate degree or equivalent experience
- High level proficiency in Microsoft Office applications and database management

Compensation & Benefits:
$21.00 - $24.00/hour
Paid Time Off/Holidays
Simple IRA
Summer Hours

Interested Applicants can send their cover letter and resume to:

search@yourlegacyforever.org

Equal Employment Opportunity

It shall be the policy of the Community Foundation of Chippewa County to extend equal employment opportunities to all qualified persons in all occupations without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy will prevail throughout every aspect of the employment relationship including recruitment, selection, placement, training, compensation, promotion, layoff and termination.