

Broward County private foundation seeks full time Administrative Assistant to provide clerical, administrative, database and general office support to the Senior Administrator. Responsibilities include, but are not limited to, correspondence, proposal and meeting packages, grant agreements and report follow-up. Candidate must be proficient in all Microsoft Office applications. MicroEdge Gifts software preferred. Must have strong administrative and organizational skills, the ability to work independently and as a member of a team and complete work assignments in an efficient, accurate and timely manner. Minimum of two to three years support experience, preferably in grant making, nonprofit or related institution. Please email cover letter, resume and salary expectations in PDF format to privatefdn@yahoo.com by March 14, 2008.