



**EXECUTIVE ADMINISTRATIVE ASSISTANT & COLLABORATION HUB COORDINATOR
HAMILTON COUNTY COMMUNITY FOUNDATION**

If you are interested in colleagues who are smart, dedicated and passionate about creating a Central Indiana where every individual has equitable opportunity to reach their full potential – no matter place, race or identity – then welcome to Hamilton County Community Foundation, an affiliate of Central Indiana Community Foundation (CICF). Hamilton County Community Foundation is seeking an experienced executive administrative assistant to manage the calendar and activities of the President and daily office operations for the Hamilton County Community Foundation.

This full-time position requires superior organizational and workload prioritizing skills and outstanding customer service skills. This person is responsible for managing the President’s calendar and logistics as well as serving as liaison for the Board of Directors and committees. This includes the Hamilton County Community Foundation and IMPACT Central Indiana. This position will also manage the daily operations of the Hamilton County Collaboration Hub, and all meeting and event logistics, including a large annual event.

The foundation is looking for self-starters who are organized, flexible and creative. A high degree of accuracy and attention to detail, the ability to handle multiple tasks simultaneously, meet designated deadlines and interact effectively with a variety of people are essential. We are looking for candidates with a willingness to dive deep into the reality of equity and inclusion issues and how they intersect with race and a passion for advancing CICF’s mission and core values both internally and externally. CICF has an open corporate culture of racial equity, teamwork, creativity, dedication and inclusion. Every staff member believes it is an honor and a privilege to serve the Central Indiana community and candidates should have values, interests and a work style that are compatible with this philosophy.

Associate’s or bachelor’s degree preferred with a minimum of four years prior experience in a similar role required. Not-for-profit or public sector experience preferred. Proficiency with MS Office products required and Salesforce experience preferred.

Interested persons should submit a detailed cover letter and resume. Apply via our website at: www.cicf.org/WhoWeAre/Careers or [Click Here](#). Posting will remain open until the position is filled.