

The Hearth Foundation

The Heath Foundation is a non-profit 501(c) (3) organization located in Tucson, AZ, that provides shelter for homeless women with children. The Foundation has a fulltime Administrative Assistant position available with a salary range of \$22,000 to \$26,000 commensurate with experience. Health insurance or financial assistance with health insurance will be provided.

Description

The Administrative Assistant shall act in accordance with the directions of the Board of Directors and shall work for the betterment of the Hearth Foundation in all endeavors that support the Hearth's mission. The Administrative Assistant shall report directly to the President and Executive Committee.

The Administrative Assistant must be proficient in Microsoft Office (Word, Publisher, Outlook), Adobe Illustrator 10 or higher, must possess excellent writing skills and be proficient in social net working and website management.

Please send your resume and letter of introduction via email to Sheila Chonis, President.

Email: sheilachonis@gmail.com and Michael Campbell, Vice President, email mrcampbell@comcast.net.