

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 impact on our community.

We currently have an excellent opportunity for the right candidate to join our team as a full-time **Administrative/Development Assistant**. This support position works directly with the Foundation’s Executive Director and is responsible for general office administration, clerical and accounting support, database management, assistance with the coordination of special events, communications and grant-related activities of the organization.

Competencies:

1. Meticulous attention to detail.
2. Proficiency in MS Office, database management and social media/web applications.
3. Ability to work in a professional, team-oriented small office environment and successfully interact with and assist donors and community leaders.
4. Ability to maintain strict confidentiality required.
5. Self-starter with strong initiative and problem solving skills.

Education:

- Bachelor’s degree or equivalent work history strongly preferred.
- Associates degree required.

Compensation & Benefits:

\$18.00-\$21.00/hr

Simple IRA Contribution

Paid Holidays

Paid Time Off

Summer Hours

Interested Applicants can send their cover letter and resume to:

search@yourlegacyforever.org

Or mail to: Community Foundation of Chippewa County

P.O. Box 153, Chippewa Falls WI 54729

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.