

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

Position Announcement Grants Coordinator & Administrative Assistant

Position Summary: This position provides highly technical and administrative support duties to the CEO of the organization. The Administrative Assistant will be responsible for tracking and reporting invoicing, payments and expenditures among other office tasks and compliance related duties. The position will develop and maintain efficient systems for the paper and electronic storage and retrieval of related files and documents. Qualified individuals will be proficient with database management and MS Office. A knowledge of, or experience with, non-profit operations and financial regulations will aid in the successful fulfillment of the required duties. Must be able to solve problems and meet deadlines. Professional appearance and demeanor are required.

Qualifications:

- 3+ years' experience involving technical level work
- Bachelor's Degree in Accounting, Public Admin, Business, English or similar field preferred
- Experience with grants and/or fundraising management, *highly preferred*
- Demonstrated office work success and/or volunteer work required
- Experience in Program and Goal Evaluation
- Strong working knowledge of QuickBooks and MS Excel
- Knowledge of Philanthropy (grant-making side preferred)
- Excellent attention to detail and ability to organize information and data
- Ability to take direction, be flexible, and work on multiple tasks in a team environment
- Excellent written and oral communication skills.
- Ability to work under pressure to meet multiple deadlines
- High degree of discretion when dealing with confidential information
- Must be able to successfully pass a criminal background and a drug test screening

Position is Part-Time. Schedule will be during office hours of Monday-Friday, 9a-5p.
Approximate number of hours will be 25-30 hours per week.

Salary: \$25-\$28 per hour, commensurate with exact experience and education.
Benefits offered with part-time status.

*Beachside Location
Free Parking*

To Apply: <http://app.hrdyn.com/>

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