



JOB ANNOUNCEMENT: OFFICE ASSISTANT

At the Pisces Foundation, we believe that if we act now and boldly, we can quickly accelerate to a world where people and nature thrive together. We support innovators to have clean and abundant water, a safe climate and an environmentally literate society.

The Foundation seeks a **part-time Office Assistant** to work 19 hours per week. This position reports to the Chief Operating Officer and will play an important role in a dynamic, growing philanthropy. The position will be located in the Foundation's San Francisco office.

Areas of responsibility:

- Administrative tasks such as scheduling, greeting guests, retrieving and sorting mail, maintaining calendars, preparing letters, light copy and scan projects, and maintaining and organizing paper and electronic filing systems
- Inventorying and ordering supplies and food
- Handling accounts payable such as preparation of expense reports, proofreading, editing, and similar tasks
- Document support including proofreading, editing, formatting
- Troubleshoot minor computer, printer, smart phone, or other equipment issues; request IT service and support

Skills and experience:

- Highly developed computer skills including full literacy in Microsoft Office suite, including Word, Excel, Powerpoint, and especially Outlook for scheduling purposes
- Outstanding organizational, administrative and analytical skills, with excellent attention to detail
- The ability to anticipate needs within areas of responsibility and proactively accomplish tasks
- Strong writing and editing abilities
- The ability to be a self-starter who assumes hands-on responsibility, is able to balance competing priorities and deadlines, and who demonstrates sound judgment and good problem-solving skills
- Comfort with and desire to work in a "start-up" environment, and possessing an enthusiastic and collaborative approach
- Minimum two years' experience working in a professional office environment
- An interest in the Foundation's mission and grants programs

Compensation

We offer a competitive compensation commensurate with experience.

See <http://www.piscesfoundation.org/> for more information on the Foundation.



How to apply:

Applicants should send a cover letter, resume and two recent references to:
admin@piscesfoundation.org. Please indicate in the subject line, "SF OFFICE ASSISTANT."

Rolling Deadline for Applications through: August 15, 2017

We welcome applicants from diverse backgrounds and with a variety of skills, experiences and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.