

EXECUTIVE ASSISTANT/BOARD LIASON– SANTA BARBARA

The Scholarship Foundation of Santa Barbara seeks a full-time Executive Assistant to provide support to the CEO and Board of Directors. This position maintains a superior level of professionalism and initiative, conducts and manages daily activities of the CEO and provides analytical and administrative support to the Board. This position anticipates needs, understand priorities and sets deadlines accordingly.

Requires an individual with excellent attention to detail and organizational skills. Strong verbal and written communication and interpersonal skills. Ability to use discretion and maintain confidentiality. Bachelor's degree and 3 - 5 years' experience preferably within a nonprofit organization. Proficient with MS Office.

For information on the Scholarship Foundation go to www.sbscholarship.org. Competitive salary and benefits. Email cover letter, resume, and salary history to hr@sbscholarship.org. No phone calls, please.