

CLASSIFIED/BIDS

Executive Office Administrator

The Collins Foundation in Portland, Oregon, seeks full-time Executive Office Administrator to provide executive support to the CEO and Director of Programs, as well as office management and grant application intake. The Foundation supports Oregon nonprofits, both urban and rural, that are dedicated to improving quality of life for their communities. The Foundation is committed to the pursuit of equity in how it allocates resources across Oregon's diverse communities and how it shapes its internal structures. Position requires exceptional communication skills, excellent organizational skills, and advanced computer skills using MS Office. Five years of experience in related capacity with nonprofit or foundation preferred. B.A. or equivalent experience preferred. Salary is competitive and includes excellent benefits. Full job description is available at www.collinsfoundation.org. To apply, submit cover letter and resume to: information@collinsfoundation.org. Subject line should read Executive Office Administrator. Applications received by March 14, 2018, will receive priority consideration. No phone calls please.



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