

**COORDINATOR**  
**HAMILTON COUNTY COMMUNITY FOUNDATION**

If you want colleagues who are smart, dedicated and passionate about creating a Central Indiana where every individual has an opportunity to reach their full potential – no matter their place, race, or identity – then welcome to Hamilton County Community Foundation (HCCF), an affiliate of Central Indiana Community Foundation (CICF). HCCF is seeking an experienced administrative person to manage daily office operations and coordinate activities for the Carmel office.

This full-time position requires superior organizational and workload prioritizing skills and outstanding customer service skills. This person is responsible for managing the HCCF President's calendar and logistics as well as serving as liaison for the Board of Directors and committees. This position will also coordinate all meeting and event logistics, including a large annual event.

The foundation is looking for self-starters who are organized, flexible and creative. A high degree of accuracy and attention to detail, the ability to handle multiple tasks simultaneously, meet designated deadlines and interact effectively with a variety of people are essential. CICF has an open corporate culture of teamwork, creativity and dedication. Every staff member believes it is an honor and a privilege to serve the donors and not-for-profits in this community. Candidates should have values, interests and a work style that are compatible with this philosophy.

A high school diploma and a minimum of four years prior experience in a similar role is required, with not-for-profit or public sector experience preferred. Proficiency with MS Office products and working on the Internet with integrated database software is also required.

Interested persons should submit a detailed cover letter and resume by **January 11, 2019**. Apply via our website at: [www.cicf.org /About Us/Careers](http://www.cicf.org/About%20Us/Careers) or [Click Here](#).