



# Grants Assistant



is now accepting applications for a

## Grants Assistant

This is a full-time position based in Bayside, CA. Hiring wage range is \$15-\$16/hour, plus health and retirement benefits, paid vacation, holiday and sick time as well as other generous benefits. Remote work is currently required and the position may include some evening/weekend work hours.

This dynamic Grants Assistant will be responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the Foundation's grants and community based programs and initiatives while ensuring applications and related review systems are updated and user friendly. Essential functions of the position include providing customer service support to grant applicants and review committees and tending to community relationships in order to create a more equitable, accessible, and evolving grants program. As an ideal candidate, you carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. You're able to take direction from multiple staff members, prioritize workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization.

As a successful candidate you'll be expected to perform work with a high level of accuracy and an eye for detail; and be able to identify and correct mistakes in your own work. You possess effective and efficient time management skills, with the ability to handle multiple responsibilities simultaneously, you adapt readily to shifting priorities based on changing community and organizational needs, and meet critical deadlines in a busy office environment. You have a minimum of one year full-time experience working in an administrative role that has provided the necessary knowledge, abilities, and skills applicable to this position.

Please visit [www.hafoundation.org/jobs](http://www.hafoundation.org/jobs) for application procedures and the complete job announcement, including all desired qualifications. For questions, contact Amy Bruce at [amyb@hafoundation.org](mailto:amyb@hafoundation.org) or (707) 442-5424, ext. 305. Please submit your resume and cover letter to [jobs@hafoundation.org](mailto:jobs@hafoundation.org).

**Position is open until filled, but priority consideration given to those who apply  
by 5 p.m. Friday, March 5<sup>th</sup>, 2021.**