



Assistant to Executive Director

Department: None

Reports To: Executive Director

The Position: Works with the Executive Director on special projects related to agency administration and management, collaboration with the community, and presentations.

Responsibilities:

- Varies greatly depending on interest of applicant and current needs of the agency.

Qualifications:

- Ability to communicate well with staff and Committee Members
- Ability to work independently on projects with guidance from the Executive Director
- Knowledge of nonprofit management best practices
- Team player who is self-motivated, energetic, and enthusiastic
- Ability to pass agency criminal background check
- Graduate PPPM student or previous experience in the nonprofit field required

Time Commitment: 8+ Hours a week. Flexible schedule.

Benefits: Experience working in a nonprofit setting and with staff and board of directors committees. Understanding of the role of ED in fundraising and development.

For more information, contact: Byron Snapp, Volunteer Coordinator
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