



**Health Foundation of South Florida
Position Open: Foundation Services Assistant**

Who we are:

Health Foundation of South Florida exists to advance the health and well-being of the people of Broward, Miami-Dade and Monroe Counties. The Foundation's grantmaking approach facilitates and supports efforts at the neighborhood, county and regional levels to improve the health status of underserved individuals and families.

Position Overview:

Health Foundation of South Florida seeks an exceptional individual with a strong administrative and clerical background to join its team. This individual will mainly assist the Executive Assistant/Events & Office Manager in the day to day operations of the Foundation.

The Foundation Services Assistant will:

- Provide clerical support for the office including: receiving and routing incoming phone calls; collecting and distributing mail, faxes and other packages; greeting guests and visitors; maintaining supply room and office equipment; ordering office supplies as required; maintaining the meeting calendar for the Conference Room; assisting with preparation of Board and Committee books; providing support for board and committee meetings which requires a flexible schedule.
- Provide clerical support for Executive Assistant/Events & Office Manager and Vice President of Communications.

Knowledge, Skills and Abilities:

- A minimum of one year of related experience
- Bachelor's degree preferred
- Proficiency in computer applications, including word processing skills and proficiency in Microsoft Office applications
- Experience using teleconferencing technology
- Excellent interpersonal and customer service skills
- Spanish speaking or bi-lingual preferred

Those interested should forward a resume and cover letter to Xinia Thompson, Executive Assistant/Events & Office Manager, by Friday, July 14. Please forward to the following email address: xthompson@hfsf.org.

Xinia Thompson
Executive Assistant/Events & Office Manager
Health Foundation of South Florida
2 South Biscayne Blvd, Suite 1710
Miami, FL 33131
xthompson@hfsf.org
www.hfsf.org