



ASSISTANT TO THE VP OF OPERATIONS

ONE-YEAR TERM

The Assistant to the Vice President of Operations will work closely with the VPO, as requested, on any foundation-related responsibilities.

We are looking for one person to serve in this role.

Time Commitment and Term:

- Approximately 5-10 hours per month
- One consecutive year (2026-2027), beginning January 15, 2026, and ending January 14, 2027, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties may include:

- Coordinating with Directors and committees to ensure alignment with the Strategic Plan
- Assisting in the planning and logistics of officer training and transitions
- Supporting the operational planning and execution of the Foundation's programming and initiatives
- Researching databases and promotion channels to expand program reach and impact
- Assisting in the development and organization of marketing assets in collaboration with the VPO and VP of Communications

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Attention to detail.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.

Financial Contribution

Members of committees and assistants are expected to make a personal, meaningful financial contribution of at least \$50 upon acceptance of their position. Committee members and assistants are also expected to give an additional \$50, during each term year, for a total contribution of \$100, by the end of each term year.