

SCHOLARS IN SERVICE – JOB DESCRIPTION

ART OF LIFE CANCER FOUNDATION Artoflifecancer.org

Our mission is to inspire people impacted by cancer to connect and heal through creative expression. The Art of Life Foundation is committed to uniting the Central Valley, providing a network of support that encourages individuals and families to embrace personal growth during life's most difficult circumstances and in turn, help others in time of need. We believe that along with the best medical care, there is a true need for personal support that addresses the mind, body and spirit, allowing men, women and children the opportunity to process their emotions, find camaraderie with other survivors and know that they are not alone.

Contact: Jenelle Higton, Executive Director
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Job Title: Community Benefit Organization – Administrative Assistant

Number of Openings: 1

General Function: The Community Benefit Organization (CBO) Administrative Assistant works directly with the Executive Director to assist in the delivery of Art of Life's programs and services.

Hours: Hours and days will be dependent on the student's availability and event schedule of the Art of Life Cancer Foundation (A block of time on Mondays is preferable, but flexibility is provided).

- Help maintain hours of operation at the Art of Life Cancer Foundation office
- Represent the Art of Life Cancer Foundation at local cancer events, booths, fairs, etc
- Assist Executive Director and staff in planning and implementation of special events and programs.
- Community Relations
 - Network with other service organizations
 - Coordinate partnerships and speaking opportunities for the Executive Director
- Donor Management
 - Oversee all entries into Kindful, our online donor management software
 - Manage effective communication with donors to thank them on behalf of the organization.
 - Utilize interfaces to streamline daily functions
- Manage Volunteer Management Portal (online)
- Other duties as assigned