

PROGRAM ASSISTANT

POSITION SUMMARY



The Organization

The mission of the Tauck Family Foundation is to invest in organizations and initiatives that equip the children of Bridgeport, Connecticut with the necessary social and emotional skills to thrive academically and in life.

Our vision is for children in Bridgeport, Connecticut to be empowered and successful in their education and reach their full potential.

The Foundation invests long-term in a select number of organizations and initiatives that support the holistic development of Bridgeport's children. **We strengthen our non-profit investees' capacity to improve learning environments and foster the social and emotional skills in children that contribute to well-being and academic success.**

Our approach includes multi-year general operating support, targeted capacity building support, collaborative partnerships, and knowledge building and sharing.

10 Westport Road, Wilton, CT 06897

www.tauckfamilyfoundation.org



The Candidate

The Tauck Family Foundation is seeking a full-time **Program Assistant** to join a mission-driven, goal-oriented team and provide critical support in operations, events, grantmaking, communications, governance, and finance.

The ideal candidate is an **organized, reliable, detail-oriented, emotionally intelligent professional who shares our commitment to the Foundation's mission and to the Bridgeport community.** This individual is a self-motivated, proactive team member who can anticipate needs, take initiative, think critically, and solve problems.

Reporting directly to the Executive Director, the Program Assistant **supports all programmatic and grantmaking efforts, and takes a leading role in providing administrative support and implementing the Foundation's communications strategy.** Prior experience as an Administrative Assistant, Executive Assistant, or Office Manager is preferred.

The salary range is \$45-\$50k/year, commensurate with experience and/or education, plus benefits and professional development opportunities.

How to Apply:

For a full position description, including key responsibilities and the ideal candidate's qualifications, please click [here](#). To apply, [email](#) a cover letter and resume to Mirellise Vazquez, Executive Director. All qualified persons are encouraged to apply; the Tauck Family Foundation is an equal opportunity employer. No telephone inquiries, please.

The application deadline is March 15, 2019.