



Community Foundation for the Land of Lincoln
Executive Assistant/Office Manager

Provides support to President and CEO and other staff of the Community Foundation. Responsibilities: preparing reports and correspondence; office management; meeting and event planning; data entry; receptionist duties; and other duties. The Community Foundation has a dynamic, comfortable and professional work environment.

Minimum associates degree required; minimum five years of experience; ability to maintain confidential information; knowledge of Microsoft Office programs and ability to learn other programs; strong typing, grammar skills and analytical ability; ability to manage multiple tasks and projects. Experience in non-profit, legal or financial services sectors a plus. Competitive salary and benefits. Send resume, cover letter and salary requirements, by July 13th, to info@CFLL.org or CFLL, 205 South Fifth Street, Suite 530, Springfield, IL 62701. More info at www.CFLL.org.