

GULF COAST COMMUNITY FOUNDATION

Do you want a rewarding career that gives back to our community? Then, join the team at Gulf Coast Community Foundation, where our values of **Authenticity, Collaboration, Curiosity, Trailblazing, and Grit** drive our bold, proactive philanthropy. Together with our donors, we transform our region and envision thriving communities with opportunities for all.

We are seeking a professional **Office Assistant** to serve as the welcoming face of our organization while managing essential administrative office operations, facilities management and vendor relationships at our Venice Headquarters. Key responsibilities include providing exceptional front desk service to visitors, donors and vendors, answering and directing phone calls, mail processing and reception duties, coordinating office supplies, conference rooms, and serving as a primary liaison for vendors. This position will also support employee onboarding and office events and maintain the team event calendar.

This is a full-time, on-site position at our Venice Headquarters with regular hours of 8:30 a.m.–5:00 p.m., Monday through Friday. The hourly pay is from \$20.00 per hour.

To be successful in this role, you'll need a high school diploma, 2+ years of administrative experience, Microsoft Office proficiency, and exceptional organizational and time management skills. You must be committed to creating a welcoming, professional atmosphere, be able to efficiently multi-task, be skilled at creating and maintaining relationships with vendors, and work effectively both independently and collaboratively. **This role is perfect for** someone who takes pride in being the operational backbone of a mission-driven organization. If you excel at creating positive first impressions while managing behind-the-scenes logistics, we want to hear from you.

Exceptional Culture: You'll be empowered to deliver exceptional service while working in a dynamic environment. Our collaborative culture encourages accountability, trust, clarity, and alignment while fostering teamwork, innovation, and professional growth. Our employees are empowered to take measured risks and push confidently into the future together. **You'll also be eligible for our generous 401k match program and a cell phone stipend.**

Status: Full-time, **in-office**, Non-Exempt, Hourly

Pay Rate: From \$20.00 hourly

To see the full job description and learn more about our benefits, visit GulfCoastCF.org/careers

To Apply: Send resume to: jointheteam@gulfcoastcf.org

Since 1995, Gulf Coast Community Foundation has powered bold philanthropy and collaborative leadership to drive meaningful change across our region. Guided by values of authenticity, curiosity, collaboration, grit, and a trailblazing spirit, we work side-by-side with donors, partners, and community members to tackle our region's biggest challenges and unlock its greatest opportunities. Together with our donors, we've invested more than \$625 million in health and human services, education, civic & economic development, arts & culture, and the environment. Headquartered in Venice, with a second office in downtown Sarasota, Gulf Coast is nationally recognized for excellence, earning multiple "Best Nonprofits to Work For" honors and accreditation from Community Foundations National Standards®. Learn more at GulfCoastCF.org and follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#).