



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Program Assistant/Associate (MC-081020-01)

**Location:** Marion, Illinois

**Salary:** TBD

### **Job Description**

Southern Illinois Community Foundation (SICF) is seeking candidates for a Program Assistant/Associate position. This individual will provide general support to SICF, donors and the program areas to which they are assigned. This position requires a strong knowledge or willingness to learn about the non-profit community, excellent organizational, analytical and evaluation skills as well as outstanding customer service skills.

This is expected to be a part-time position with the potential to be a full-time position. SICF is looking for candidates who are organized, flexible and creative. Professional presence and relationship building skills are essential. The candidates must be able to effectively interact with a variety of people across Southern Illinois. SICF maintains an open culture of teamwork, creativity, dedication and respect.

### **Requirements**

An associate or bachelor's degree with 3-5 years of non-profit or public sector experience is preferred. Experience in community development, grant writing or grantmaking, project management and managing tasks is preferred. Accounting and QuickBooks experience preferred.

### **Benefits**

This position offers competitive pay, flexible work schedule, very supportive work-life balance, paid vacation and 12 paid holidays. SICF does not currently offer health insurance or retirement benefits.

### **About SICF**

Philanthropy and support of all non-profits in Southern Illinois is our mission and passion. The Southern Illinois Community Foundation (SICF) is a regional 501(c)3 non-profit organization providing philanthropic services to donors and non-profit agencies with permanent and non-permanent assets in the 17 southernmost counties of Illinois. All assets are managed for the long-term benefit of Southern Illinois.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply for the Program Assistant/Associate position, please submit a detailed cover letter and resume by August 14, 2020, to Byram Fager, CEO of Southern Illinois Community Foundation at [blfager@sicf.org](mailto:blfager@sicf.org) or by mail to PO Box 1772, Marion, Illinois 62959. For more information or questions, please contact Byram at 618-997-3700.

**Southern Illinois Community Foundation**

PO Box 1772

Marion, Illinois 62959

Phone: 618-997-3700

[www.sicf.org](http://www.sicf.org)

email: [info@sicf.org](mailto:info@sicf.org)

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*The Southern Illinois Community Foundation is accredited compliance with the Council on Foundations National Standards for Community Foundations. Southern Illinois Community Foundation is an equal opportunity employer.*

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