

Employer: Kara, Palo Alto, CA

Position: FT/Exempt

Salary: DOE - \$37,000 - \$41,000 with paid Medical/Dental/Vision.

Title: Programs & Development Assistant

*Candidates fluent in Spanish ***are strongly encouraged*** to apply.

Kara is a non-profit organization based in Palo Alto, California which provides grief and end of life counseling to children, youth and adults. Kara delivers its services via Peer and Clinical therapy models. Learn more at, www.kara-grief.org

This position will initially report to the Executive Director.

Key components of this job will be: Ability to handle with genuine compassion inbound callers suffering from complicated grief. Competency in desktop applications, database management systems and QuickBooks. Data Entry, Office Administration, Volunteer Management, Payroll, HR skill sets i.e.: Health benefits program maintenance, insurance maintenance for workers comp, liability, etc.

Required Skills: Ability to handle with genuine compassion inbound callers suffering from complicated grief. Bachelor's Degree or equivalent combination of relevant experience and education. A minimum of 2 years successful experience within an administration support role, donor relations or related field. Advanced knowledge of desktop applications including database management. Must have the ability to maintain acceptable standards of office conduct; the ability to simultaneously handle stress, work assignments, get along with others, and work in a cooperative and team oriented manner. Fully practice/engage the importance for respecting issues of confidentiality. Strong written and oral communication skills. Demonstrated outstanding organizational skills with a attention to detail. Demonstrated skills and commitment to quality, timeliness, efficiency and effectiveness. Self-motivated, proactive, strategic, diplomatic professional. Able to take direction from multiple stakeholders. A team player. (*This position requires someone who has excellent multitasking skills. MUST BE DETAIL ORIENTED. 25% of this position will be to *perform other duties as assigned.*)

Preferred: Bilingual, creative, energetic, ambitious, detail oriented professional with positive communication skills, and excellent sense of humor.

Application Process: Email cover letter, and resume immediately to: michael@kara-grief.org

*Put the job title – ***Programs & Development Assistant*** - as the subject line of your email.

*Please tell us in your cover letter how you heard about the job – who were you referred by?

*Only complete applications will be considered.

*No Phone Calls Please

All employment decisions will be made upon the basis of the individual's qualifications as related to the requirements of the position being filled. Only those applicants who are to be interviewed will be contacted.

Kara honors diversity and is an equal opportunity employer.