

Kern Community Foundation believes in philanthropy – the practice of giving now and making long-term investments to support effective charitable organizations and programs forever – making Kern County a better place to live, to work, and to visit. Our mission: *Growing Community. Growing Philanthropy.* We help people support the causes they care about most by connecting generous donors to energized community members and organizations, matching their charitable interests with our community’s needs. The passion we share unites us, inspires us, and drives us toward a bold vision for the future – to make Kern County more vibrant, healthier, and stronger for all its residents.

The Kern Community Foundation is hiring an entry level position with the opportunity for advancement. If you are interested, please send a resume and cover letter to info@kernfoundation.org.

Job Title: Project Specialist

Job Summary: The Project Specialist will support all Foundation activities. This is a junior position designed for someone who wants to enter the nonprofit career field. The Foundation will hire a candidate who can support current projects, grow new relationships across Kern County, and motivate others to take action to improve our county.

Duties/Responsibilities:

- Assist Community Network Coordinator with information management and outreach.
- Become proficient with multiple software platforms to support Foundation activities.
- Write copy for website and social media.
- Represent the Foundation at public events.
- Assist both Donor and Foundation Services Coordinator and Director of Finance and Administration with projects, record keeping, and data management.
- Special projects for the Chief Executive Officer.

Required Skills/Abilities:

- Proficiency with Microsoft Office
- Ability to learn new software
- Strong written and verbal communication skills
- Basic understanding of social media

Preferred Skills/Abilities:

- Some level of experience with nonprofit organizations
- Proficiency in public speaking
- Experience creating engaging social media posts
- Experience with data management and analysis

Education and Experience:

- Bachelors degree, or
- Associates degree plus 3 years of full-time work experience, or
- 5 years of full-time work experience or military service

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must have a current CA Driver's License and insurance.

Pay Range:

- \$19 - \$22 per hour
- Competitive benefits package