

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over \$650 million to strengthen our community with partnerships and contributions from more than 1000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over \$540 million in assets, mobilizes donors, nonprofits, leaders, and locals to set a bold vision for our community's future and to invest in a stronger, more equitable, more resilient Greater Miami.

POSITION DESCRIPTION

[Press Forward](#) is a national coalition investing more than \$500 million to strengthen local newsrooms, close longstanding gaps in journalism coverage, advance public policy that expands access to local news, and to scale the infrastructure the sector needs to thrive.

We are seeking a diligent, adaptable, highly organized administrative professional with sound judgement and excellent communication skills to support the Director of Press Forward and the Press Forward team.

This is a fully remote role. You must have experience supporting the success of geographically dispersed executive teams with scheduling, travel arrangements, credit card reconciliation, records and contact management. If you do, and you also have an interest in working in journalism and/or the social sector, we want to hear from you!

You will report to the Director of Press Forward and collaborate closely with the Vice President of Community Investment.

DUTIES & RESPONSIBILITIES

- Manage the Director's calendar by promptly booking all internal and external appointments - coordinate schedule and communicate with stakeholders. Adjust schedule as necessary to accommodate changes in priorities or deadlines.
- Book Director and team member travel arrangements as needed.
- Be responsible for contact management, research and maintaining and updating partner profiles.
- Partner with Press Forward colleagues to ensure program priorities are reflected in the planning, organizing and management of schedules for projects and events.

This role may require occasional availability outside of normal business hours to support Press Forward events.

POSITION REQUIREMENTS

Essential Qualities

- **Belief in the importance revitalizing local news and information to strengthen our democracy.**
- **Alignment with Foundation values** – Joy. Failure friendliness. High volume, high quality, high speed. Relationships. Self-starting. Zero drama. Deliberate, visible equity. Strong judgement and generous communication.
- **Proactive and solution-oriented** – Highly motivated, action-oriented self-starter with strong organizational skills, especially in planning and coordination.
- **Strong project and time management skills** – Adept at organizing, prioritizing, and coordinating multiple projects simultaneously.
- **High ethical and professional standards** - Ability to handle sensitive issues and maintain confidentiality. ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy, and tact.
- **Robust commitment to diversity, equity, and inclusion** - A dedication to deliberately and proactively engage and partner with groups that are historically underrepresented. Passionately believing that our strength as a community is rooted in our diversity.

Desired Experience

- High school diploma and five to seven years of relevant experience or combination of education and relevant experience.
- Data base management experience using Airtable.
- Experience working in journalism, and/or the nonprofit/foundation, public, or education sectors.
- 5 or more years of virtual assistant experience.
- Proficient in the use of Microsoft Office, Canva, Asana, email, CRM database, project management platforms, internet research and/or other similar tools.

This list of essential functions is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Position available: Immediately
- Status: Full Time, non-exempt
- Target salary: \$26 per hour (based on an annual salary of \$54,000). hourly, eligible for overtime pay. The final determination of the selected candidate's actual pay will be based on experience and qualifications.

We offer a comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan, flex spending and dependent care accounts, professional development stipend, paid time off, cell phone stipend and gym reimbursement.

Please submit your resume and cover letter [here](#).

Please reach out to hr@miamifoundation.org if you need any accommodation in applying.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include hiring and firing staff, selecting volunteers, selecting vendors, and providing services.

The Miami Foundation practices and champions inclusiveness. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.