

Job Opportunity

1-13-23 Administrative Assistant, Theodore Payne Foundation, Sun Valley 91352, no stated deadline

Join our team! TPF is seeking an Administrative Assistant to provide support to a variety of administrative tasks at Theodore Payne Foundation. This position reports to the Assistant Director, and works with multiple departments, including retail, outreach, and development.

To Apply = https://theodorepayne.org/get-involved/employment-opportunities/?_kx=mexXV8fz4blhsdnagFx4Vn23RLiunJ26POqRzKglBnQ%3D.KGCiaD