

**Job Opening Announcement**  
**Position: Gifts & Programs Assistant**

**Application Deadline:** July 8, 2011

**Company:** Solano Community Foundation

**Hourly Pay:** \$12 to \$14

**Benefits:** Vacation, Holiday and Sick leave

**Position Type:** Part-time (16 to 20 hrs per week)

**Industry:** Nonprofit

**Job Type:** Financial, Accounts Receivable

**Location:** Fairfield, CA

**Start Date:** on or about July 25, 2011

**Description & Key Responsibilities:**

- Please see the attached Position Description for details.
- Please see our website for additional Company information: [www.solanocf.org](http://www.solanocf.org)

**Application Procedures:**

1. Print out and complete all sections of the one-page SCF Job Application Form.
2. Provide the names and contact information of three references (not family members).
3. Compose a cover letter explaining why you should be considered a candidate.
4. Mail your cover letter, application form, and list of references to:

Solano Community Foundation  
Attention: Human Resources  
470 Chadbourne Road  
Suite D  
Fairfield, CA 94534

**Notes:**

- Please, no phone calls or email requests for additional information.
- SCF will confirm receipt of your application documents.
- SCF will not invite all applicants in for an interview.
- Invitations for an interview with SCF will be made during the week of July 11<sup>th</sup> by phone and confirmed by email.