



Job Posting

Executive Assistant to the Board of Directors

The UC Alumni Association has created the Union City Education Foundation, devoted to long-term financial support of “Excellence in Union City Education.”

The Executive Assistant role is part-time, 16 hours weekly, with flexible scheduling. It will coordinate traditional activities of the Alumni Association and energize Foundation projects such as regular communication with Alumni about the goals of the Foundation.

Requirements: Solid organizational and communication skills familiarity with RESC vision and activities; and comfort working with digital/online software.

\$15,000 annual salary.

Forward initial inquiry with brief resume to Bill.Corbin@gmail.com

Forward Inquiry by March 1, 2024. Start date is flexible

Background: <https://unioncityalumni.org>
<https://unioncityeducationfoundation.org>