



*Legacy Foundation of Southeast Arizona*

Promoting Population Health and Community Wellness  
Throughout Southeast Arizona

## **EXECUTIVE ASSISTANT**



Due to an internal advancement, the Legacy Foundation of Southeast Arizona is seeking a replacement for our current Executive Assistant.

The Executive Assistant, reporting to the CEO, provides executive support for the CEO and the Board of Directors and performs a wide variety of secretarial and administrative functions.

- Proficient in using all office products including Word, PowerPoint, Excel and Publisher.
- Previous experience in taking meeting minutes and transcription is highly desired.
- Excellent interpersonal and public relation skills.
- Well-developed secretarial and organizational skills.
- Able to work independently and demonstrate resourcefulness.
- Previous experience in similar position is an advantage.

Interested applicants should submit a cover letter and resume to  
**[info@lfsaz.org](mailto:info@lfsaz.org)**  
to the attention of Margaret Hepburn, CEO,  
Legacy Foundation of Southeast Arizona  
For more information about the Legacy Foundation visit  
<https://lfsaz.org>