

## **Crazy Horse Memorial Foundation**

Crazy Horse Memorial Foundation is a nonprofit, cultural and educational humanitarian project of international scope, established in 1948, with a mission to protect and preserve the culture, tradition, and living heritage of North American Indians. Crazy Horse Memorial Foundation is currently expanding its efforts in the area of Development and is pleased to announce the following new employment opportunity:

### **ADMINISTRATIVE ASSISTANT I**

The Administrative Assistant I is responsible for providing administrative support for state registration, processing charitable gifts, conducting research, and providing overall administrative support to the development function of the organization. An Associate's or Bachelor's degree is preferred and he/she must have a minimum of three years of administrative support or office experience. Highly accurate data entry skills, attention to detail, excellent organizational and project management skills are required. Must be proficient with Microsoft Office suite and have experience with working with databases. Philanthropy experience a plus. This position is Full-Time/hourly and will be based at Crazy Horse Memorial.

This position includes Medical, Dental and Vision benefits, paid time off, paid holidays, retirement plan, annual ride to the top of the mountain and the opportunity to be a part of history.

Qualified candidates should submit cover letter, resume and three professional references to:

[hr@crazyhorse.org](mailto:hr@crazyhorse.org)

or mail cover letter, resume and references to:

Crazy Horse Memorial Foundation  
Attn: Human Resources  
12151 Avenue of the Chiefs  
Crazy Horse, SD 57730-8900