

Program Assistant

Position: Program Assistant

Position Type: Full-time, Non-Exempt

Supervisor: Program Officer

Position Summary: Assist the Program Officer and other staff with the administration of all grant programs and scholarships, manage grant databases, support grantees and perform other administrative tasks as assigned

SCOPE OF RESPONSIBILITIES

General Administrative:

- Receive and distribute mail.
- Answer phone and either assist caller or direct caller to appropriate staff.
- Provide staff support to Boards and Committees as needed, including meeting setup and follow-up
- Provide support in maintaining donor data base and all mailing lists.
- Take accurate and appropriate minutes at committee and board meetings and prepare written copy.
- Prepare correspondence to board members, grantees etc.
- Maintain inventory of office supplies and purchase needed supplies within approved budget.
- Maintain office master calendar.
- Prepare agenda and calendar for review at weekly staff meetings.
- Maintain and distribute regularly, annual board calendar, meeting schedule, list of current board and committee members etc.
- Maintain accurate daily log of all financial receipts which arrive by mail, online, or in person.
- Post the daily deposits

Information Systems:

- Maintain a working knowledge of Microsoft Windows and Office, Excel, Word etc.
- Set up and use mail merge as needed.
- Distribute email messages received at general address to appropriate staff.
- Learn, become proficient in, and input appropriate data into the foundation's information system, Community Suite, Foundant GLM, and Foundant SLM.

Grant Administration and Support:

- Serve as the first-line of assistance for general grant-related questions and information requests
- Enter grants into Community Suite, Foundant SLM and Foundant GLM
- Prepare grant worksheets for the Board of Directors
- Provide administrative support by approving forms submitted by grantees in Foundant GLM
- Follow-up with organizations on unexpended and expiring awards
- Check-in with open grantees to help and support their projects
- Attend and provide logistical support for site visits
- Facilitate the administration of scholarships
- Enter Donor Advised fund distributions

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Associate's Degree (2-year) preferred
- Three years of experience in business or nonprofit setting including responsibilities in multiple areas. Nonprofit experience preferred.
- Strong organizational skills, ability to deal with multiple detailed tasks and responsibilities appropriately
- Commitment to and preference for teamwork is a must
- Strong computer skills
- Experience with all types of office equipment
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality
- Ability to appropriately and professionally interact with key constituencies including board members, donors, nonprofit organizations and agencies, and volunteers
- Ability to prepare correspondence with direction
- Experience in organizing and preparing for special events

RATE OF PAY AND BENEFITS

- 35 hours per week
- \$20-\$24/hour
- Benefits include; paid sick leave, holidays, and vacation; health insurance; and employer contribution to a 403 B retirement plan

The Community Foundation is an equal opportunity employer with a proven commitment to diversity, equity and inclusion. Applicants who are committed to promoting a sense of belonging, and contributing to an equitable and inclusive environment for all, are strongly encouraged to apply. Please visit our website for the full statement of our commitment to social, economic and racial justice:

www.donorswhocare.org