

POSITION DESCRIPTION

Position Title:	Program Assistant
Classification:	Non-Exempt
Department:	Program
Reports to:	Senior Vice President, Program and Initiatives

I. Position Summary

The Community Foundation for Northeast Florida, Inc. is a nonprofit service organization serving donors and their charitable or philanthropic causes by providing expert assistance in developing unique ideas, approaches and strategies for giving. All staff members are expected to have an understanding of and commitment to the Foundation's goals and mission; maintain a professional attitude; possess the ability to establish and maintain positive working relationships with others; and be committed to serving the community with passion, integrity and energy!

The Program Assistant has primary responsibilities for maintaining the grants management system for the Foundation's discretionary grants and other program grant areas as assigned. This position supports the grant process in all phases from providing technical assistance to potential and successful grantees, on-going grant database management, processing grant payments and creating/closing of grant files.

The Program Assistant has responsibility for representing the Foundation as a first contact for grantseekers; performing administrative and office support activities for the Senior Vice President, Program and Initiatives and other Program Staff; coordinating meetings of the Program & Initiatives Committee and other groups as requested; and other Foundation and staff support as needed.

II. Detailed Responsibilities

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

Administrative *duties*

- Serve as initial contact for Program related calls to answer questions and direct to appropriate program staff. Answer main telephone line as back-up in coordination with other administrative staff positions in a professional and courteous manner.
- Greet clients/grantees/visitors to Foundation in a professional and friendly manner
- Accurately and efficiently complete copy projects as assigned by program staff
- Maintain grant files and all other documents as needed
- Prepare reports, memos, and documents, accurately and in a timely manner using Microsoft Office 365 and the Foundation's IT platform, currently Salesforce and related applications

- Provide secretarial and administrative support to Senior Vice President, Program and Initiatives, and other Program staff, including but not limited to maintaining the Program Department's calendar

Program support duties

- Coordinate Program & Initiatives Committee meetings
- Make all arrangements for meetings originated by Program staff, and other staff as needed, including participant scheduling, room reservation, ordering of food, and clean-up following meetings.
- Coordinate administrative functions for the Competitive Grant Cycle and other grants
- Oversee all administrative functions of open grants from file creation to closing grant files, working closely with assigned Program staff
- Create and maintain grant reports as requested
- Other administrative duties as requested

III. Qualifications and Experience

- High school degree required; college degree preferred
- Prior experience as an Administrative Assistant, or similar experience in office environment
- Excellent interpersonal skills and telephone presence; ability and comfort in working with and relating to individuals of diverse views and backgrounds
- Commitment to providing high quality service to donors, volunteers, grantees, and colleagues
- Strong computer skills and proficiency in Microsoft Office 365; experience using and maintaining a database; ability to learn and utilize the Foundation's IT platform, currently Salesforce for customer relationship management and related applications
- Ability to manage multiple priorities efficiently and effectively, with strong follow-through
- Ability to think and act independently and with good judgement
- Strong organizational skills, with attention to detail and accuracy in all work products
- Ability to work in a fast-paced environment within an open office atmosphere
- Must demonstrate integrity and maintain a professional attitude
- A valid Florida driver's license and access to a car, as local travel may be required

IV. Working Conditions

Working from Foundation's physical offices is generally required for this position, with allowance for periodic remote work in accordance with the Foundation's Remote Work Policy.

The Community Foundation maintains a policy of nondiscrimination in all conditions of employment, and commits itself to providing equal employment opportunities to all employees and applicants for employment regardless of race, color, religion, sex, age, disability, handicap, veteran status, marital status, national origin, sexual orientation, gender identity or expression, and any other status protected by law.

Beginning salary: \$45,000