

COMMUNITY FOUNDATION for MONTEREY COUNTY

PROGRAM ASSISTANT Center for Nonprofit Excellence POSITION DESCRIPTION

Revised: April 2018

~ POSITION BEGINS MID - MAY and CONTINUES THROUGH DECEMBER 2018 ~

The Program Assistant (PA) for the Center for Nonprofit Excellence (CNE) primarily assists with the Leadership Education and Development Institute (LEAD), which provides leadership development to increase the number of qualified executive-level staff for nonprofit organizations in Monterey, Santa Cruz and San Benito counties, especially those from communities of color. To learn more about LEAD, visit www.cfmco.org/LEAD. The PA also assists with other projects and activities of the CNE, which helps strengthen local nonprofit organizations through training, consulting, information resources and grantmaking. Learn more about CNE at www.cfmco.org/cne. This position will also support (to a lesser degree) communications with Community Foundation donors and stakeholders. Learn more about the Community Foundation for Monterey County at www.cfmco.org

Candidates must have or be eligible for Federal Work Study support for the 2018-2019 academic year. Based on the duties described below, **this is a part-time, temporary, non-exempt (hourly wage) position without benefits** (approximately 10-15 hours per week). Wages are \$13-15 per hour, commensurate with experience and skills. This position will begin in mid-to late May and continue through fall semester. Fall semester wages are dependent on work study eligibility. Summer will be paid from other Foundation sources (not work-study). Fall hours could be reduced somewhat to accommodate class schedules.

Scope of responsibilities:

This position supports the coordination and communications for the LEAD Institute, including marketing and communications, assistance with participant recruitment and selection process, and special projects for the CNE. Other projects may include marketing for annual Nonprofit Survey, review and analysis of grant evaluation reports, special research projects, and others to be determined. Tasks may involve record keeping and tracking information, event logistical support, communication, research, planning, administration, promotion, production, delivery, evaluation, and reporting of diverse recurring and one-time activities for the CNE, and on occasion general administrative support of the Foundation's programs and operations. The Program Assistant works under the supervision of the Director of the Center for Nonprofit Excellence, and in close coordination with the CNE's Program Officer.

This position involves flexible hours because meetings and program activities may occur (rarely) outside of normal office hours and in various locations. The schedule can be negotiated to some degree to fit the PA's other commitments, and once established, has typically consisted of two 4 to 5-hour days each week on a regular schedule. The PA's primary work location is the Community Foundation office in Monterey, although occasional travel might include other areas of Monterey County, Santa Cruz and San Benito counties.

CNE considers the Program Assistant a full member of the work team and supports a mutual learning environment between the PA and staff.

Detailed responsibilities:

1. Coordinate with staff on communications, research and logistics support projects.
2. Arrange in advance for the locations, facilities, activities, presenter needs, resources, materials, and refreshments, for scheduled outreach/recruiting presentations, workshops and events. Attend the programs as needed to set up, assist with activities and clean up.

3. Varied tasks, which may include research of best practices of other programs or other related topics, small project evaluations, small writing assignments and other short-term tasks, presentations, and projects.
4. Record and track applications or registrations and follow up with applicants as needed.
5. Coordinate staff and committee meeting schedules and produce meeting notes to ensure thoughtful and reasonable planning, timely preparation, complete documentation, and coordination of programs.
6. Respond promptly to walk-in, telephone, mail and e-mail inquiries about the LEAD program.
7. Compose and/or type, photocopy, compile, and distribute program correspondence, invitations, forms, packets of program handouts, and other items as requested.
8. Monitor correspondence, receipt of progress reports and evaluations, application materials and assignments, and payment schedules and produce written summaries as requested.
9. Coordinate the taking and archiving of digital photos during programs for subsequent use in publicity and reports.
10. Maintain up-to-date paper and electronic files, backing up, purging, and reorganizing as requested.
11. Maintain a flexible work schedule, as workshops and events may occasionally occur outside of normal office hours, including evenings (not likely to exceed 2 evenings per semester.)
12. Administrative tasks 4 hours a week: Database maintenance and data entry, grant and gift letter organization
13. Other duties as assigned.
14. Maintain LEAD online presence, train and assist LEAD participants with successful participation in online learning platform.

Essential qualifications:

1. Able to perform the essential responsibilities of this position.
2. A Bachelor's degree or equivalent experience and strong analytical skills.
3. Experience in administrative or logistical support activities.
4. A minimum of one year's experience working in a nonprofit agency or relevant course work.
5. Able to plan workload and maximize resources while working on multiple programs.
6. Motivated and able to work independently.
7. High levels of integrity, loyalty, discretion, and professionalism.
8. Proven team player who assists others and asks for help when needed.
9. Strong listening, interpersonal, networking, and customer service skills.
10. Able to work effectively with people from varying backgrounds.
11. Deep interest in and commitment to the vision, mission, and work of the Foundation.
12. Excellent verbal and written communication skills.
13. Computer literacy with competence in Microsoft Office and social media.
14. Able to lift a 30 pound box and carry it 100 feet; push a hand-truck/dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves and in files located 0 to 60 inches above the floor.
15. Valid California driver's license, reliable motor vehicle, and proof of vehicle insurance.
16. Federal Work Study financial support (for the 2015-2016 academic year and eligibility for 2016-2017).

Desirable qualifications:

1. Familiarity with the field of nonprofit organizational development and/or leadership development.

How to apply:

Send resume and cover letter to hr@cfmco.org . There is no specific due date, but applications will be reviewed as received and the position filled as soon as possible. Our preference is that work will begin in mid-May, with work study support beginning as soon as the Fall semester at MIIS begins. Please contact Kaki Rusmore kaki@cfmco.org or 831.375.9712 with any questions before applying.