

**POSITION DESCRIPTION: Program Assistant**

The Program Assistant supports the program department with implementation and administration of the scholarship program. This individual will also provide support across all Program Department functions, including general office administration areas and meeting support.

**DUTIES & RESPONSIBILITIES**

- Engage volunteers, NPO's, students, parents, schools and other key stakeholders
- Assist with scholarship database management and community scholarship awards processes
- Assist with committee, scholarship recipient and school counselor correspondence.
- Assist in the updating and maintenance of database information for scholarship recipients, school counselors and mailing lists as needed.
- Organize site visits and committee meetings as requested; activities may include scheduling, preparing materials and the distribution of materials.
- Prepare coffee, lunches, and snacks, and provide clean-up as needed for committee members, clients and meetings.
- Perform report writing, minutes and document editing as needed.
- Assist with organizing scholarship events; including the scholarship awards brunch, the scholarship appreciation brunch, and the counselor breakfast.
- Assist with appointment scheduling as requested.
- Assist with training and mentoring interns as opportunities arise.
- Carry out general administrative, programmatic or other tasks as assigned.

**POSITION REQUIREMENTS**

*Education & Experience*

- Associate Degree.
- Three or more years of professional experience; database management experience preferred.

*Knowledge, Skills, and Abilities*

- Excellent communication and interpersonal skills
- Exceptional analytical, problem-solving and organizational skills.
- Exceptional attention to detail.
- Proficiency in Excel, Microsoft Word, PowerPoint, and Publisher.
- Ability to manage multiple projects.
- Genuine concern for the people we serve in our community, our volunteers, and our partner organizations and our scholarship recipients.
- Natural ability to work as part of a larger team as well as the ability to relate well with internal and external constituencies.
- Spanish fluency preferred.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.



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Job Description**

**SPECIFICS**

- Status: Part-Time, Non-Exempt, Hourly
- Reports to: Senior Program Officer