



CAREER OPPORTUNITY

Program Assistant

Join the Foundation team

The Community Foundation is a dedicated, mission-driven organization committed to serving all of San Luis Obispo County and beyond. This position supports the Grants and Scholarships programs which awards between \$3-5 million annually. The Program Assistant will report directly to the Director of Grants and Programs and will support the Grants & Programs team.

Core Values:

Collaboration ~ Excellence ~ Inclusion ~ Integrity ~ Stewardship

Who we are

The Community Foundation San Luis Obispo County is one of the region's largest funders in the region and is dedicated to connecting people who care with causes that matter. The Foundation includes hundreds of charitable funds for people, families, and businesses, and nonprofits, the majority of which are endowed to ensure they provide support for important causes in perpetuity.

We have been the region's trusted steward of philanthropic funds for 25 years, and today manage over \$70 million in charitable assets. Together with our fundholders, we are one of the largest local grantmakers in the region- having awarded more than \$66 million to support important causes and 1400 scholarships to local students.

In addition to managing their charitable funds, we work in partnership with our fundholders and other local leaders to transform the central coast region through strategic grantmaking and impact initiatives that foster a more vibrant and equitable community for all. To learn more about our work please visit- www.cfsloco.org.

About the Position

Job Overview

Reporting to the Director of Grants & Programs, the Program Assistant supports the success of the Foundation's grants and scholarships programs.

The Program Assistant is a key member of Grants & Program team and integral to the success of the Foundation. The focus of this position is supporting administrative tasks for grants and scholarships which includes data entry, managing online applications, grant notifications, and providing technical support for applicants, volunteers and awardees.

Grants and Scholarship Support

Support for all grants and scholarships including (but not limited to): Competitive Grants, Field of Interest, Designated, Agency, and Scholarships.

- Responsible for all administrative support within structured deadlines
- Provide technical telephone support to applicants
- Enter grant applications, updates and corrections into Foundation database system
- Prepare, merge and send out award packets and denial letters
- Produce reports for grantees, applications and grant awards
- Merge and produce award certificates
- Scan and maintain grant records for annual audit
- Assist with compiling reports and information
- Monitor and track scholarship award payments
- Track grant reports and provide support to grantees
- Recommend process improvement to grant and scholarship programs
- Prepare grant distribution report and all grant and scholarship requests for board approval

Online Application Support

Provide administrative support online grant applications for grants and scholarships this includes the following:

- Adding funds, updating criteria, assigning evaluators, testing and validating all sections of the application, updating award decisions, setting up automated e-mails
- Track, monitor and remind grantees of post award process which include but are not limited to: scholarship acceptance forms, grant report forms and extensions

Data Collection and Evaluation

- Assists with the data collection: track indicators, outcomes and trends.
- Pulls reports, analyzes information, and produces reports and presentations on findings
- Stay abreast of best practices, make recommendations, and implement changes
- Participate as needed in strategic planning processes

Committee Support

- Staff support for Committee and Review Meetings
- Prepare and distribute meeting agendas, minutes, notices and materials
- Assist with application screening, preparing materials and application packets for committees
- Track action items
- Assist in the recruitment, onboarding and ongoing support of volunteers
- Provide presentations as needed
- Setup and cleanup for in-person, hybrid and virtual meetings
- Scheduling support for meetings and site visits

Other Essential Functions

- Support Director of Grants and Programs with administrative tasks as needed
- Coordinate grantmaking department files including organization and maintenance
- Provide phone back-up and reception coverage as needed
- Assist with mailings
- Responsible for coordinating supply orders
- Provide support for department and foundation events
- Other duties as assigned

Qualifications

Minimum Qualifications

- Four-year college degree or 5 years of comparable experience
- Experience working in an office environment in an administrative or clerical support position which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Experience using office equipment such as computers, phones, printers, etc.
- Proficiency and comfort executing intermediate level functions with the Microsoft Office suite (Word, Excel, Outlook, etc.)
- Has an eye for detail; is able to identify and correct mistakes in own work
- Ability to maintain professional work standards and provide outstanding customer service; experience working with the public in a welcoming, helpful and gracious manner, and handling situations with creativity and diplomacy
- Good written and verbal communication skills, including knowledge of professional phone and written correspondence etiquette in a business setting
 - o Ability to take direction from multiple staff members and is self-motivated; works collaboratively to solve problems
- Ability to prioritize and organize workloads in order to meet project deadlines, balance work among multiple duties, and assist others on the team to meet deadlines in a busy office environment
- Ability to communicate effectively and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Work well under deadlines and be highly self-motivated
- Receive feedback from multiple co-workers and implement changes as needed
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Must possess a valid California driver's license and have current auto insurance

Preferred Qualifications

- Bi-/multi-lingual fluency
- Experience working with diverse communities

Career Details

- This is a full-time, non-exempt position. This position is required to be in the office from 8:30am to 5pm Monday through Friday.

Our compensation and benefits

- The rate for this position ranges from \$25 to \$27 an hour.

- Full medical, vision & dental, retirement plan.

The Community Foundation is an equal opportunity employer.

To apply please submit cover letter and resume to jobs@cfsloco.org. All applications and letters of interest are handled with complete confidentiality.