



# Saint Luke's Foundation

## JOB DESCRIPTION

### Program Assistant

Reports To: Senior Program Director  
Open Date: September 1, 2020  
Close Date: Until Filled  
Start Date: October 15, 2020, or acceptable earlier date

#### **JOB SUMMARY**

As a member of the administrative and program team, the Program Assistant performs a variety of administrative and clerical functions in support of the day to day operations of the foundation's program staff (Senior Program Director, Senior Program Officer, Program Officer, and Senior Grants Manager) and ensures general administrative efficiency of all programmatic activities.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Grantmaking and Grantee Support**

1. As the first contact with many of the Foundation's grantees, callers and visitors, ensure that all office practices related to the grantmaking and outcomes and learning functions reflect the Foundation's mission, vision and values.
2. Assist the program staff by supporting grantees in their efforts to navigate the grantmaking process and triage calls.
3. Serve as the back-up to the Senior Grants Manager for Foundant GLM software.
4. Schedule site visits for potential and current grantees and prepare site visit materials for the board and staff.
5. Maintain record of board participation in site visits and program-related committee meetings.
6. Attend all staff proposal review meetings.
7. Schedule monthly meetings with program staff and assist them with meeting logistics (i.e. agendas, reminders, data collection, follow-up, etc.)
8. Manage the process of gathering, organizing and producing all material for Grants, and Strategy committee meetings and manage the process of producing meeting agenda books and distributing materials.
9. Attend Grants and Strategy committee meetings to record minutes.

##### **Outcomes and Learning**

1. Identify learning needs and opportunities in partnership with fellow staff members.
2. Identify community stakeholder led events and activities to Saint Luke's Staff to attend for listening and learning opportunities.
3. Commit to continued learning around principles of diversity, equity and inclusion.

##### **Communication**

1. In coordination with the office manager, answer telephones, greet visitors; answer questions or refer to appropriate individual and open and sort mail.
2. Make photocopies; prepare reports; assist with presentations for program staff as requested.

3. Prepare drafts; proofread for grammar/spelling and content; produce finished copy of correspondence, spreadsheets, documents, etc.
4. Contribute to all foundation communications efforts as requested.

### **Collaboration**

1. Serve as a collaborative and supportive member of the Saint Luke's Foundation team.
2. Identify and plan staff/board volunteer opportunities with local grantees.

### **Organization Development**

1. Arrange meetings and handle logistics for program team as needed.
2. Assist program staff with meeting room set-up and break-down for large meetings; technology needs, tables/chairs, refreshments, etc.
3. Assist program staff with registration and expense forms.
4. Provide leadership and assist with organizing the Foundation's special events and learning opportunities.

### **Board Governance**

1. Provide staff support to board committees as necessary.
2. Serve as member of the grants and strategy committees of the board of directors.
3. Attend quarterly meetings of the board of directors and provide necessary information in preparation for those meetings.

### **Stewardship**

1. Participate in budget process in appropriate areas in partnership with the Finance Director.
2. Play a key role in the process of managing grant spending with the program team.

## **JOB REQUIREMENTS**

### **Formal Education**

High School diploma, good writing skills and proficiency in Microsoft Office products required. Associates degree preferred.

### **Experience**

1. Minimum of five years administrative secretarial experience. Previous foundation or non-profit experience a plus.
2. Expertise in Microsoft Word and Outlook and proficiency in Excel and PowerPoint as well as the ability to learn grantmaking software required.
3. Excellent interpersonal, organizational, verbal and written communication skills
4. Ability to work independently and under occasional pressure
5. Commitment to flexibility and inclusion
6. Compassion for the underserved in the community
7. Effective in collaboration and teamwork

## **APPLICATION PROCESS**

Interested applicants please email your cover letter and resume to [resumes@stlukesfdn.org](mailto:resumes@stlukesfdn.org) indicating salary requirements.

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers a comprehensive benefits package and is an Equal Opportunity Employer.