



**POSITION DESCRIPTION – Program Associate**

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<b>TITLE:</b>	<b>Program Associate</b>	<b>SALARY:</b>	<b>\$18 - \$20 per hour</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>LOCATION:</b>	<b>Bivins Foundation Office</b>
<b>CATEGORY:</b>	<b>Full-Time</b>	<b>REPORTS TO:</b>	<b>President/CEO</b>
<b>HOURS:</b>	<b>Monday through Friday 8am-5pm, some other hours or overtime may be required on occasion</b>	<b>REVISED:</b>	<b>October 2022</b>

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**SUMMARY**

The Program Associate assists with the Foundation’s programs (grantmaking, scholarship, senior services) while also serving as the initial point of contact by phone and in person for the Foundation. This person helps plan and implement meetings and events for Foundation staff and Board members.

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**ESSENTIAL DUTIES**

- Utilize grant management software to assist with the administration of the Foundation’s grant and scholarship programs; ensure data is entered timely and accurately
- Assist with the maintenance of all grant, scholarship, and other program records
- Communicate professionally with grant and scholarship applicants/recipients and universities
- Schedule, organize, and assist with meetings, site visits, interviews, receptions, and other events
- Prepare and organize reports; edit and update various documents and spreadsheets; ensure accuracy of all publications prior to release
- Record the minutes of committee and board meetings in an accurate and timely manner and maintain confidentiality of all items discussed
- Greet and welcome visitors to the Foundation and manage reception area
- Answer telephone and direct callers in a professional manner
- Receive and respond to program related inquiries
- Prepare and send correspondence and other documents
- Maintain confidential records and files
- Provide support services to Bivins Village as needed

Perform other duties as requested by Foundation management.

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### **ENVIRONMENTAL AND PHYSICAL REQUIREMENTS**

The environment for this position is a historical home that serves as the Foundation's office. Duties may include driving a personal-owned vehicle (with mileage reimbursement) which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

While performing the duties of this position, the employee will spend time writing, typing, speaking, listening, lifting (up to **50** pounds), driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, and reaching.

The employee may operate any or all of the following: telephones, copy machines, postage machine, calculator, computers, and related printers.

The employee must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

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### **MINIMUM QUALIFICATIONS**

- Experience with grants management software is beneficial; the ability to quickly learn and utilize Blackbaud Grantmaking Online is essential
  - Intermediate computer skills with proficiency in Microsoft Office Suite products
  - Advanced attention to detail and strong problem solving skills required
  - Experience with office organization and positive interactions with the general public required
  - Strong written and verbal communication skills are critical to this position
  - Must be a self-starter and be able to complete tasks without frequent oversight
  - Meeting and event planning experience helpful
  - Ability to work in a busy office with constant interruptions
  - GED or high school diploma required; college hours beneficial to the duties of this position highly preferred
  - Experience with a scholarship program, grantmaking, nonprofits, and/or meeting minutes helpful
  - Successful criminal background screening
  - Valid Texas Driver's License
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