THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Program Assistant STATUS: Nonexempt

# REPORTS TO: Vice President for Program DATE: August 2016

# Position Summary:

Responsible for providing administrative support to the program officers and providing back up to the Senior Program Assistant.

# Responsibilities Include:

* Provides administrative support to program officers, including managing calls, scheduling, coordinating travel arrangements, generating correspondence, proofreading and filing
* Processes grant follow up forms and reports
* Prints grantee checklists and enters into Gifts database
* Provides back up to Senior Program Officer logging proposals
* Runs queries and reports as requested
* Maintains pending grantee files
* Assists with production of meeting materials
* Coordinates small events hosted by the Foundation
* Prepares mailings for special events
* Provides support for annual Jeane J. Kirkpatrick Award for Freedom, including invitation to nominators mailing, nomination write-ups, preparing meeting material, meeting coordination and travel arrangements
* Provides back up to Administrative Assistant on maintaining eTapestry database
* Provides back up to Administrative Assistant on preparing merges with eTapestry and Gifts for annual mailings including annual reports, Bradley Prizes nominator letters, save-the-date and invitations, and holiday cards

**Other Duties and Assignments:**

Other duties as may be assigned by the Vice President for Program and program officers to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

Position reports directly to the Vice President for Program. Regular interaction with program officers to gather information. Frequent contact with outside resources.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with all employees, outside vendors, and business contacts; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation business information confidential.

**Knowledge, Skills and Abilities:**

Associate degree in office administration preferred with at least three years of administrative assistance experience in a professional work environment. Qualifications would include professional customer service skills, effective verbal and written communications skills, professional phone etiquette, working knowledge of Microsoft Office software, general office equipment, multiple phone lines, detail oriented and accurate.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Program. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date