THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Senior Program Assistant STATUS: Nonexempt

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

# Position Summary:

Responsible for researching projects pertinent to the Foundation’s program mission, drafting content for the Foundation’s website, managing the preparation of quarterly board material, and providing administrative assistance to 2 senior program officers.

**Responsibilities include:**

* Drafts articles and editorials for the Foundation’s website
* Research projects as requested by program officers
* General program maintenance, including logging grant proposals, processing declinations, and entering quarterly grant recommendations into the Gifts database
* Prepares reports as requested
* Assists with preparing quarterly and annual budgets
* Schedules quarterly committee teleconferences
* Prepares agenda for quarterly board meetings
* Prepares grant histories for grant recommendations
* Manages quarterly committee and board book process
* Serves as backup preparing pdf version of quarterly committee and board books
* Provides administrative support to 2 senior program officers, including calendaring, correspondence, recordkeeping, and travel reservations
* Coordinates meetings with outside organizations
* Assists with special events (i.e., Bradley Prizes and symposium)

**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 managers, co-workers, and public; 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 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 communication 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