



## **POSITION DESCRIPTION**

### **Program Assistant**

#### **About the Foundation**

At College Futures Foundation, we believe there is nothing more transformative for individuals, our economy, and our society than educational opportunity, and that the pathway to a college degree should be clear and open to the diverse students of California.

Right now, that is not the case. Not all hardworking young people are getting a fair shot at a better life. The vast majority of our state's K–12 students are of color and low-income, yet when it comes to graduates from our public universities, they are in the minority. At every step, they face roadblocks. We are working to change that.

We partner with organizations and leaders across the state to catalyze systemic change, increase bachelor's degree completion, and close equity gaps so that this vision of a seamless, student-centered educational path to opportunity becomes a reality—and one that's available to every student, regardless of zip code, skin color, or income.

We believe that ensuring the college success of students facing the most formidable barriers will help all of us thrive—our families, communities, economy, society, and state.

#### **How We Work**

The program team works collaboratively with the communications and evaluation and learning teams to achieve the Foundation's goals by making grants to partner organizations, supporting convenings, and undertaking strategic communications in the following strategy areas: student-centric practices, leadership and governance, and finance and affordability. For more information on our strategy and programmatic initiatives, visit <https://collegefutures.org/our-strategy/strategy/>.

#### **Position Summary**

The program assistant is a full-time staff member responsible for providing program and grants management support for the Foundation's program and communications teams. The program assistant position reports to the grants manager. The position is non-exempt and its duties include, but are not limited to:

#### **Key Duties and Responsibilities**

##### Program Support

- Manage and schedule external convenings and other foundation-sponsored events for grantees or other partners, including assisting with communications and logistical arrangements.



- Organize and schedule internal meetings, working with staff to prepare and assemble relevant correspondence and materials for those meetings. Make certain all appropriate materials are circulated well in advance to appropriate parties in preparation for those meetings. Take minutes when appropriate for these meetings.
- Review and synthesize the most relevant aspects of grant reports, ensure that reports include information requested in report guidelines and grant agreements. Review financial reports to ensure grant funds are expended as intended.
- Provide clerical and administrative support as needed, including managing contacts and mailing lists in Salesforce.
- Perform general duties, undertake research projects, and handle other special projects, as assigned.

### Grants Management Support

- Coordinate the process for consultant contracts from initiation to invoice approvals. For contracts related to Foundation Administered Projects (FAPs) work, with the senior accountant to reconcile records between the grants management and accounting systems. For assigned staff members, monitor FAP budgets and consultant contracts, and ensure invoices are authorized, reviewed, processed, and paid in a timely manner.
- Support staff in the grantmaking process, from pre-proposal through closing and archiving. Ensure the timely receipt of requested deliverables, including concept papers and proposal submissions. Communicate with grantees as needed.
- Assist with organization and maintenance of electronic grant records, making sure that records are complete and relevant documentation is captured.

### **Minimum Qualifications**

- Bachelor's or associate's degree preferred. Coursework in public policy, social welfare, or education is a plus.
- A minimum of one year of administrative work experience. Experience in educational, non-profit or foundation sectors, in a fast-paced service delivery or grant-making environment where he/she organized, analyzed and synthesized information is a plus.
- Event management experience is also a plus.

### **Skills and Attributes**

- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as an ability to take initiative, and anticipate informational needs as situations and projects develop.
- Ability to compose and/or transcribe correspondence and documents. Possess strong writing and editing skills, and a critical eye for style, grammar, consistency, punctuation, and sentence structure.



- Excellent externally-facing communication and coordination skills, including the ability to interact with diverse audiences, as well as plan and manage events.
- Ability to handle multiple tasks, conflicting priorities and deadlines efficiently and accurately in a fast-paced working environment.
- Excellent clerical and computer skills, including proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and customer relationship management software, such as Salesforce.
- Ability to exercise tact, diplomacy, judgment and discretion, particularly related to sensitive or confidential information.
- An approachable and respectful manner and an ability to comfortably interact with people from many different backgrounds.
- A sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive office environment.

This is a full-time position located in downtown Oakland (near the 19<sup>th</sup> Street BART station), with some travel required.

*College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.*

**Compensation:**

This permanent, full-time position offers competitive compensation and excellent health, commuter and retirement benefits. Annual salary is \$47,000 - \$55,000.

**To Apply:**

Please submit application materials—a cover letter, resume, and writing sample—via email to [jobs@collegefutures.org](mailto:jobs@collegefutures.org). Preferred subject line: “Application: Program Assistant.” No calls, please.

Learn more about our work at [www.collegefutures.org](http://www.collegefutures.org).