

JOB DESCRIPTION
WABASH VALLEY COMMUNITY FOUNDATION, INC.
TERRE HAUTE, INDIANA

POSITION TITLE: **PROGRAM ASSISTANT**

FULL-TIME: 40 hours per week / non-exempt

FUNCTION: Provide assistance with all functions of grants and scholarship programs and provide administrative assistance to the Program Director

REPORTS TO: Program Director

RESPONSIBILITIES INCLUDE:

1. Manage and organize all student material for the scholarship cycles, including entering confidential student information in computer database, copying and filing.
2. Maintain lines of communication with members of scholarship selection committees, as well as donors, and work with them to schedule meetings and presentations.
3. Occasionally attend meetings of scholarship selection committees, grant distribution committee, or other Community Foundation committee to provide guidance, background information, or to take minutes.
4. Provide assistance with the leadership duties pertaining to the Youth Grant Committee, which may include some evening and weekend functions.
5. Create and maintain all documentation for grant cycles for Clay, Sullivan and Vigo Counties, including all correspondence with potential grantees, as well as members of the Foundation's Distribution Committee.
6. Plan for and implement grant award events, and other special events as assigned.
7. Perform other tasks as assigned by the Program Director or Executive Director.

QUALIFICATIONS: Preferably three years background in fast-paced, professional office environment. Candidate must possess a strong working knowledge of Microsoft Office and show an excellent command of written and oral communication.