



POSITION DESCRIPTION

Program Assistant

The program assistant reports to and provides administrative support to two Program Directors and collaborates with other program staff as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage the schedules of two directors, including scheduling appointments and project activities, coordinating on and off-site meetings, and making travel arrangements.
- Screen incoming calls and respond to routine inquiries; transcribe, compose and proofread correspondence; prepare mailings.
- Support directors' programs by organizing project activities, assisting in budget data management, processing invoices and check requests, tracking expenditures, and maintaining accurate and organized files.
- Manage internal meetings including preparation of materials; set up and clean up of meeting rooms; develop and prepare agendas; contact invitees; make arrangements for refreshments as necessary; attend select meetings and prepare minutes as needed.
- Liaison in a professional manner with external partners including consultants, local and national funders, and community leaders.
- Work collaboratively with foundation colleagues and other program support staff on initiatives as needed.
- Other duties and responsibilities as assigned.

QUALIFICATIONS AND SKILLS:

The successful candidate must possess the following professional qualifications and skills:

- A high school diploma or equivalent and four to six years of progressively responsible administrative experience working in a professional office environment using word processing and database programs. Associate or Bachelor's degree preferred.

- Ability to manage needs and support requirements of two directors by coordinating workflow and allocating time appropriately.

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- Ability to respond sensitively and patiently to internal and external inquiries in a timely manner and the ability to handle sensitive information and maintain confidences.
- Demonstrated customer service orientation and an ability to interact confidently and effectively with people of diverse cultural and socio-economic backgrounds.
- Ability to take a proactive role in team efforts, promote cooperation and collaboration between team members and encourage open communication in multidisciplinary teams.
- Demonstrated detail orientation, flexibility, and ability to coordinate several projects simultaneously with a series of continuous deadlines.
- Ability to work outside of normal business hours when necessary.
- Excellent grammar, spelling, proofing, and organizational skills.
- Demonstrated **proficiency** in Microsoft Word, Excel, and Outlook and PowerPoint.

Other highly desirable qualifications include:

- Familiarity with the Cleveland business and nonprofit community.

OUR ORGANIZATION:

The Cleveland Foundation, a public charity dedicated to improving the quality of life in Greater Cleveland, is the oldest and third-largest community foundation in the nation. Its establishment in 1914 is cited as one of ten events that most heavily influenced the development of the nonprofit sector in the 20th Century and it continues to be a leader in its field.

The foundation has assets of approximately \$1.9 billion and last year awarded more than \$80 million in grants and low-cost loans to Cleveland area nonprofit organizations. It is currently made up of more than 800 funds created by individuals, families, organizations and corporations and offers donors of all means the opportunity to have a lasting impact on their community while maximizing income, gift and estate tax benefits.

OUR MISSION

The Cleveland Foundation's mission is to enhance the quality of life for all residents of Greater Cleveland, now and for generations to come, by building endowment, addressing needs through grantmaking, and providing leadership on key community issues.

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APPLICATION PROCEDURES

Starting salary for this position will be commensurate with the appointee's background and experience. The foundation offers an excellent benefits package including medical and dental coverage, a 403(b) fully-vested retirement plan and three weeks of vacation the first full year of service (prorated based on hire date). If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements by **February 10th, 2012** to resumes@clevelandn.org or submit via fax to (216) 861-6259.

We regret that we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview.