COMMUNITY FOUNDATION for MONTEREY COUNTY

PROGRAM ASSISTANT
Center for Nonprofit Excellence

POSITION DESCRIPTION
Revised: November 2013

The Program Assistant for the Center for Nonprofit Excellence (CNE-PA) assists with the Leadership Education and Development Institute (LEAD), which provides professional development to strengthen and increase the number of qualified executive-level staff for nonprofit organizations in Monterey, Santa Cruz and San Benito counties, especially those from communities of color. The CNE-PA also assists with other activities for the Center for Nonprofit Excellence. To learn more about CNE and LEAD, visit www.cfmco.org/CNE.

Based on the duties described below, this is a part-time non-exempt (hourly wage) position without benefits. The wage is $14/hour. This is a Work Study job, approximately 10-12 hours per week, to cover the period from February to Mid-May 2014, with the possibility of extension into the summer (which would not be covered by work study). There is also the possibility of some hours in January 2014, which would not be work study.

The position involves communications with current LEAD participants, coordination for seminars, and support for LEAD and other programs. Part of this work involves managing (and troubleshooting for LEAD participants) a new discussion/information/document sharing platform, probably on wikispaces. It may also involve research, planning, administration, record keeping, communication, logistical support and reporting of diverse recurring and one-time activities. Possible special projects in Spring 2014 involve: researching best practices to assist strengthening the capacity of small, grassroots organizations; similar work exploring integration of remote technology into the convening and professional development services CNE provides for nonprofits physically distant from our Monterey or Salinas offices; and developing indicators to evaluate the CNE’s work. To the degree that regular coordination for LEAD seminars is handled efficiently, other research, development and evaluation activities can take place. The CNE Program Assistant works under the supervision of the Director of the Center for Nonprofit Excellence and in coordination with CNE’s Program Officer.

This position involves flexible hours because meetings and program activities may occasionally occur outside of normal office hours and in various locations. The CNE Program Assistant’s primary work location is the Community Foundation’s office in Monterey. The schedule usually consists of two days per week, with at least 4 hours per day, which can be arranged around a student’s schedule.

Scope of responsibilities:
The CNE Program Assistant primarily assists with the planning, promotion, production, delivery, evaluation, and reporting of diverse recurring and one-time CNE activities throughout Monterey, Santa Cruz and San Benito Counties. He or she may also assist with other CNE-related activities and (on occasion) general administrative support of the Foundation’s programs and operations.

Detailed responsibilities:
1. Arrange in advance for the locations, facilities, activities, presenter needs, resources, materials, refreshments, childcare, and insurance requirements for scheduled workshops and events. Attend the programs as needed to set up, assist with activities, and clean up.
2. Varied tasks which may include research of best practices of other programs or other related topics, small writing assignments and other short-term tasks, presentations, and projects.
3. Record and track registrations, and follow up with participants as needed.
4. Coordinate staff and committee meeting schedules and produce meeting notes to ensure thoughtful and reasonable planning, timely preparation, complete documentation, and coordination of programs.
5. Respond promptly to walk-in, telephone, mail and e-mail inquiries about CNE or the LEAD program.
6. Compose and/or type, photocopy, compile, and distribute program correspondence, invitations, forms, packets of program handouts, and other items as requested.
7. Monitor correspondence, receipt of progress reports and evaluations, and payment schedules and produce written summaries as requested.
8. Coordinate the taking and archiving of digital photos during programs for subsequent use in publicity and reports.
9. Maintain up-to-date paper and electronic files, backing up, purging, and reorganizing as requested.
10. Maintain a flexible work schedule, as workshops and events may occasionally occur outside of normal office hours, including evenings (not likely to exceed 2 evenings over the summer.)
11. Other duties as assigned.

Essential qualifications:
1. Able to perform the essential responsibilities of this position.
2. A Bachelor’s degree or equivalent experience and strong analytical skills.
3. A minimum of one year’s experience working in a nonprofit agency or relevant course work.
4. Able to plan workload and maximize resources while working on multiple programs.
5. Motivated and able to work independently.
6. High levels of integrity, loyalty, discretion, and professionalism.
7. Proven team player who assists others and asks for help when needed.
8. Strong listening, interpersonal, networking, and customer service skills.
9. Able to work effectively with people from varying backgrounds.
10. Deep interest in and commitment to the vision, mission, and work of the Foundation.
11. Excellent verbal and written communication skills.
12. Computer literacy with competence in Microsoft Office and social media.
13. Able to lift a 30 pound box and carry it 100 feet; push a hand-truck/dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves and in files located 0 to 60 inches above the floor.
14. Valid California driver’s license, reliable motor vehicle, and proof of vehicle insurance.

Desirable qualifications:
1. Familiarity with the field of nonprofit organizational development and/or leadership development.
2. Experience in administrative or logistical support activities.

Approved:

__________________________________________________________  ______________________
Director, Center for Nonprofit Excellence                      Date

Accepted:

__________________________________________________________  ______________________
CNE Program Assistant                                        Date