

Wabash Valley Community Foundation

Administrative Assistant for Programs

Our Work Environment

Professional, yet fun, with supportive coworkers who are passionate about carrying out the mission of the Community Foundation to strengthen the Wabash Valley Community.

Our Mission

The Mission of the Wabash Valley Community Foundation is engaging people, building resources and enriching lives.

How We Carry Out Our Mission

The Community Foundation connects people who care with causes that matter. We have one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors and enriching the quality of life within the Wabash Valley.

What We Stand For

The Core Values of the Wabash Valley Community Foundation guide the decisions and actions of our staff. We commit ourselves to:

Integrity – We are honest and ethical in our approach. We value and respect all people and believe that building trust builds a better community.

Collaboration – We work strategically in partnership and provide leadership, when needed to achieve our vision.

Transparency – We communicate, both internally and externally, with candor, honesty and respect.

Accountability – We measure ourselves against the highest standards of philanthropy, stewardship and fiscal responsibility.

The Position

Position Summary: The Program Assistant supports the Community Foundation’s mission of “engaging people, building resources and enriching lives.” The Community Foundation serves Clay, Sullivan and Vigo counties, and the individual hired will assist the Community Foundation’s Program Director in all aspects of program delivery, primarily dedicated to supporting the grants and scholarships programs throughout the aforementioned counties.

The Program Assistant will work closely with the Program Director to deliver services and administer processes as required to support the scholarship and grant programs. Such support includes tasks

such as computer database management and information maintenance; importing online application information into Excel spreadsheets; recording of minutes at grant and scholarship meetings; maintaining communication with volunteers; providing leadership to the Community Foundation's Youth Grant Committee; and various other tasks as assigned by the Program Director or Executive Director.

This is a full-time, 40 hours per week position. Work hours are generally Monday through Friday from 8:00 AM to 5:00 PM, but alternative work hours apply as required by the position to accommodate evening and/or weekend events and meetings.

The base salary range for this position is \$31,000 to \$37,000, with specific salary to be determined by experience and qualifications. Additionally, the position offers a \$7,500 annual allotment that the employee can choose to receive as additional wages or other benefits. The Community Foundation also provides a retirement plan and paid time off benefits.

Qualifications

- Associate's degree or equivalent experience/training in a professional office setting
- Experience in Microsoft Office Suite, particularly Excel
- Must possess the ability to adapt to new technology and be comfortable with vendor phone support/training to learn and stay on top of extensive online processes
- Exceptional attention to detail
- Excellent written and oral communication skills. Strong interpersonal skills with a demonstrated ability to effectively interact with various individuals including volunteers, donors, community leaders and co-workers including the ability to recruit, motivate and organize volunteer committees.
- Be a team player.

How to Apply

To confidentially apply, please submit a resume and letter of introduction to info@wvcf.org.

For more information about the Wabash Valley Community Foundation, visit: www.wvcf.org.