

Job Title: **Program Assistant**  
Reports to: **Vice President of Programs**  
FLSA Status: **Non-Exempt**

### Position Summary

Caring for Colorado's Program Assistant is an essential member of our Program Team, serving as the first point of contact with grantees and grant seekers and supporting team members through administrative, technical and communication expertise.

Major responsibilities include:

- Database support, including data entry, reporting and quality control
- Internal and external customer support for Caring for Colorado's on-line grants management system
- Meeting support including logistics (planning, scheduling, set-up, note-taking) and technical support
- Tech support for external communication including website support, newsletter generation, tracking RSVPs for large meetings and webinar support

The Program Assistant will work out of the Denver office. Occasional travel to statewide meetings, or other Caring for Colorado events, may be required.

### Essential Duties and Responsibilities:

#### Administrative Support

- Master-level user of CFC's grantmaking software program, FLUXX (*training to be provided, if needed*).
- Supports the Grants Specialist in administering FLUXX including registering organizations and helping partners navigate the portal, troubleshoot problems and complete necessary actions.
- Supports the Grants Specialist in internal report generation.
- Develops workflow documents and spreadsheets to help the Program Team manage multiple projects.
- Supports all Program staff with scheduling, meeting planning, logistics, travel, expense management and materials management (printing, copying, etc.).
- Provides internal technology support, including support for ZOOM meetings, webinars, use of LCD projectors and tele-conferencing/video equipment, and other software programs, as needed.
- Prepares advanced word processing, spreadsheet, and presentation documents as assigned.
- Works to triage foundation inquiries and direct grant seeking phone calls to appropriate Program staff.
- Serve as a back-up to the CFC receptionist and answer/ direct phone calls.
- Other duties as assigned

#### Communication Support

- Supports the CFC website and implements processes for regular updating (*training to be provided, if needed*). Serves as a back-up support for the CFC website.
- Implements the Foundation's social media plan, including seeking monthly content from Program Team.

### **Technical assistance**

- Provides internal technical assistance on use of the organization's key systems and equipment, such as: FLUXX, VOIP, website, audio visual equipment and internet-based meeting platforms such as ZOOM.
- Provides FLUXX technical assistance to external users.

### **Teamwork**

- Serves as a member of the Program Team, supporting the grantmaking functions and program-related work of the organization.
- Serves as a member of the Operations and Administration Team, supporting high quality operational and administrative services across the entire organization.

### **Minimum Requirements:**

#### ***To be considered, the candidate must have one of the following:***

- Bachelor's degree plus at least two years of work experience.
- Associate degree plus qualifying work experience of at least four years in a comparable position.
- A high school education plus a career focused on administrative work for at least six years, with increasing responsibility over time, and an emphasis on database and tech support.

This position requires a high level of comfort and knowledge on the use of technology including computers and software, databases, tele-communication equipment and web-based applications. Demonstrated work experience related to these functions is required.

Program Assistant must be able to drive with a valid driver's license or be able to arrange for other reliable means of transportation.

### **Knowledge, Skills, Experience and Abilities Sought:**

- Proven skill in Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Ability to learn and become proficient in grants management software including the ability to support others in the office in the use of this software; generate reports; upload content and trouble shoot problems with grantees.
- Knowledge and ability to learn how to operate office equipment and ability to train others on their use.
- Knowledge and ability to learn how to update websites including uploading material, developing a schedule for website content change, connecting with staff to receive new information.
- Basic math skills.
- Excellent organizational skills and attention to detail, with multi-task orientation.
- Ability to update social media platforms.
- Strong written and verbal communication skills.
- Customer-service orientation including making guests feel welcome, answering the phone, and presenting the foundation in the best light possible.
- Proven ability to prioritize workload requests from multiple staff members.
- Team-oriented.
- Organized, self-motivated and proactive.

- Willingness to take on new challenges and learn new skills as needed to perform duties in an efficient manner.
- Ability to exercise good judgment and solicit help when needed.
- Energetic, dependable and flexible.

### Salary and Work Environment

- Average starting salary is \$40,00 - \$50,000 and will be negotiated based on relevant experience.
- This is a full-time, 40-hrs per week position. We are willing to discuss an alternative schedule with the right candidate.
- Tele-commuting or work from home is not available for this position.
- CFC offers a comprehensive benefits package including health insurance, 401k plan and paid time off.
- Limited out of office travel and occasional evening commitments are required.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

\*\*This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by their supervisor.

### About Caring for Colorado

Caring for Colorado works with communities to catalyze and accelerate change to improve the lives and health of Colorado's children, youth and families. We are a grantmaking foundation, created in 1999 from the proceeds of the sale of Blue Cross Blue Shield of Colorado. Our vision is that Colorado's children and families are happy, healthy and thriving and our purpose is to create equity in health, well-being and opportunity for Colorado's children and families.

We believe that Colorado prospers when **all** our children, youth and families thrive. We intentionally direct our resources to those denied opportunity in our society. We stand together with communities to create policies, environments and systems that support the goal that **every** child in Colorado has love, stability, support and opportunity.

Our talented and dedicated staff work across Colorado with communities and organizations to make positive changes in health every day. We're looking for people who share our values of integrity, inclusion and commitment and who are ready to make a positive difference in the lives of children and families. We welcome and seek a diversity of perspectives, experiences and abilities.

**Caring for Colorado is an equal opportunity employer.**

## How to Apply

Prospective candidates must submit the following to be considered for the position:

- 1) Letter of interest
- 2) Resume
- 3) List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (**reference will not be contacted without prior notification to candidates**).

Applications must be received by 12/5/19 and should be emailed to [info@caringforcolorado.org](mailto:info@caringforcolorado.org). Please note in the subject line of the email: **Program Assistant Denver**. No phone calls please.

Additional information can be found at [www.caringforcolorado.org](http://www.caringforcolorado.org)