

Job Title: **Program Assistant, Pueblo Office**
Reports to: **Program Director, Sperry S. and Ella Graber Packard Fund for Pueblo**
FLSA Status: **Non-Exempt**

Position Summary

Caring for Colorado, a statewide grantmaker based in Denver, Colorado, administers the Sperry S. and Ella Graber Packard Fund for Pueblo. We are seeking a Program Assistant to work with the Program Director in the Pueblo office. The Caring for Colorado 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 management, data entry and quality control
- Report generation
- Internal and external customer support related to Caring for Colorado's on-line grant application system
- Meeting support including planning, scheduling, set-up, note-taking, and tech 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 Pueblo office. Occasional travel to statewide meetings, or other Caring for Colorado events, may be required.

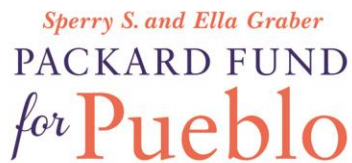
Essential Duties and Responsibilities:

Administrative Support

- Master-level user of CFC's grantmaking software program, FLUXX.
- Supports the Grants Manager in administering FLUXX including registering organizations, helping grantees reset their passwords, upload information, etc.
- Supports the Grants Manager in internal report generation.
- Develops internal spreadsheets and workflow documents to help the Program Staff stay organized and on-track with work.
- Develops regular reports on grantmaking status for the Program Team.
- Support all Program staff with scheduling, meeting planning, copying, report design and editing.
- Internal tech support person with ability to host and run a ZOOM meeting, webinar, LCD projectors, tele-conferencing equipment, etc.
- Works to triage foundation inquiries and grant seeking phone calls to appropriate Program staff.
- Serve as receptionist and answer/ direct phone calls in Pueblo office.
- Other duties as assigned

Communication Support

- Serves as a trained back-up person on the CFC website.
- Supports the Grants Manager in updating the website and developing processes for regular updating.



- Implements the Foundation's social media plan, including seeking monthly content from Program Team for this.

Technical assistance

- Provides internal technical assistance for FLUXX users.
- Provides internal technical assistance regarding office equipment.
- Provides internal technical assistance for technology driven platforms, such as ZOOM meeting, webinars, tele-conference equipment, phone equipment, etc.

Teamwork

- Serves as a member of the Operations and Administration Team, supporting high quality operational and administrative services across the entire organization.
- Serves as a member of the Sperry S. and Ella Graber Packard Fund for Pueblo team, supporting the grantmaking functions and program-related work of the Fund.

Minimum Work and Educational Requirements:

- Bachelor's degree plus at least one year of work experience.
- Associate degree plus qualifying work experience of at least three years in a comparable position.
- A high school education plus a career focused on administrative work for at least 8 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, web-based applications. Demonstrated work experience or education 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 have a high level of proficiency with 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/or ability to learn office equipment and ability to train others on their use.
- Knowledge or 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 including ability to maintain financial records.
- Excellent organizational skills and attention to detail, with multi-task orientation.
- Ability to provide content and update social media platforms.
- Strong written and verbal communication skills.
- Customer-service orientation including making guests feel welcome, answer the phone, and presenting the foundation in the best light possible.

- Proven ability to prioritize workload requests from multiple staff members.
- Team-oriented worker.
- 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

- Salary is \$35,000 - \$45,000 and will be based on relevant experience.
- We are seeking a full-time, 40-hrs per week employee. 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 his/her supervisor.

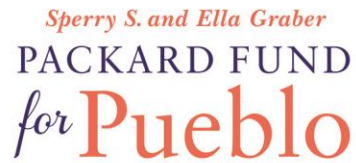
About Caring for Colorado

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 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. 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.

We welcome 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 December 5, 2019 Applications should be emailed to info@caringforcolorado.org. Note in the subject line of the email, **Program Assistant Pueblo**. No phone calls please.

Additional information can be found at www.caringforcolorado.org