



SISTERS of CHARITY FOUNDATION
OF CANTON

Program Assistant
Position Description

Reports to:	President
Job Summary:	<p>The Program Assistant is responsible for working with the program team to coordinate activities and resources in support of various projects that impact multiple foundation work areas. Responsibilities include accompanying program officers on proposal review site visits and drafting staff summaries for the Distribution Committee, researching topics related to the Foundation's strategic plan, providing technical assistance to applicants and grantees, and working with program staff on goals and strategies based on the Foundation's strategic plan. The Program Assistant will also support the President in a wide variety of administrative tasks and office operations.</p>
Responsibilities:	<ul style="list-style-type: none">• Develop and maintain a working knowledge of health, education, and social service issues that affect the geographic area served by the Foundation with specific emphasis on assigned areas of responsibility• Work with assigned program officers on proposal reviews, site visits, staff summaries, and funding recommendations• Review progress and final grantee reports and provide feedback to grantees as needed• Respond to requests for technical assistance and provide guidance as needed• Work with the President and other program staff to research, develop, and implement new foundation-led initiatives or proactive strategic collaborations, as assigned• Participate in all staff, program, and community-based committees as assigned• Work collaboratively with Grants Manager and Program Team to oversee grant activities, monitor grantee compliance with grant agreement, and review budget change requests• Participate in Foundation staff and program staff meetings• Attend community-based meetings and special events and participate in collaborative work within the community as assigned• Pursue an approved continuing program of personal and professional development• Schedule and coordinate meetings and special events, as assigned

	<ul style="list-style-type: none"> • Prepare and distribute board and committee meeting materials, including the transcription of meeting minutes • Perform other duties as assigned
Qualifications:	<ul style="list-style-type: none"> • Mission oriented and committed to the philosophy and values of the Sisters of Charity of St. Augustine and the Foundation • Strong written and oral communication skills • Strong interpersonal and team-related skills • Ability to work independently • Strong organizational, analytical, and critical thinking skills • Ability to synthesize information • Ability to collaborate and work effectively with a wide variety of constituents • Ability to work on a variety of projects and programs and adhere to time schedules • Excellent computer proficiency including standard office software applications • Bachelor's degree required in a related discipline
Additional Information:	<ul style="list-style-type: none"> • Full-time preferred, part-time considered • Salary commensurate with experience • Benefits includes health insurance, paid time off, and retirement savings plan • Please submit cover letter and resume to mdunbar@scfcanton.org by July 27, 2018. • No phone calls please