

The CIRI Foundation JOB DESCRIPTION

Position: *Program Associate (I/II)*
Department: Education and Administration
Reports to: Vice President/Director of Programs
Supervises: None
Type: Regular, Non-Exempt, Full-time
Date: 27 August 2018
Revised: 26 April 2022

General Function: In collaboration with and under the direction of the Vice President/Director of Programs, uses knowledge and skills of good business practices, policies, and organization to assist with development and administration of The CIRI Foundation's individual scholarship and grant program, virtually and in-person, serving as a team lead for the administration of that program. The Program Associate additionally assists with the educational/heritage project grant program and other selected Foundation projects as needed that support the mission of TCF including, but not limited to; Foundation outreach and Alaska Native education issues supported by TCF.

This position is multi-level, offering opportunities for various skill levels and progression opportunities. The Program Associate II is able to consistently perform all duties/responsibilities of the Program Associate I position with a high level of proficiency. A Program Associate II is able to facilitate the majority of the major activities independently with guidance from the Vice President/Director of Programs and President/CEO.

Major Activities for Program Associate I: Typical Duties/Responsibilities in priority order	Est % of time
Individual Scholarship and Grant & Project Grant Program: <ul style="list-style-type: none"> Assists with administration of the individual scholarship and grant program which includes reviewing incoming applications, facilitating the online application process with applicants, tracking incoming documents, determining applicant eligibility, making recommendations and determinations for special consideration requests within parameters of policies, and administering the review, award and disbursement process for up to 800+ applications annually. Team lead for scholarship and grant program activities, focused on encouraging and supporting team collaboration, processing, record keeping and operations. Uses financial/quantitative data to provide recommendations and identify program areas in need of growth and development. Assists the Vice President/Director of Programs with analyzing cumulative grantmaking data information and with preparing summary reports of program data for the Education Awards Committee, Board, and external partners – including preparation for the annual audit and reconciliation of annual grantmaking data for federal reporting requirements. Actively communicates with key stakeholders (recipients, foundations, Native organizations, TCF team members) to gain information regarding programmatic needs. Assists, as needed, with the administration of the heritage/education project grant program by reviewing applications, monitoring activities of the program, and assisting with the facilitation of disbursements. 	90%

Advocacy/Support: <ul style="list-style-type: none"> Assists the Vice President/Director of Programs or Communication Manager with coordinating and executing external communications/outreach including; content for website, social media, print material, Alumni Relations, etc. Provides staff support at annual Foundation events (Friendship Potlatches, Informational Meetings in Southcentral AK [i.e. Anchorage and Kenai]) virtually and/or in-person. Represents TCF and promotes mission at selected conferences, forums and meetings virtually and/or in-person. Develops and maintains effective relationships with community and organizational leaders that support TCF's mission. Collaborates with and encourages team members to achieve professional goals. 	10%
Major Activities for Program Associate II: Typical Duties/Responsibilities in priority order	Est % of time
<ul style="list-style-type: none"> Consistently performs all duties/responsibilities of Program Associate I with a high level of proficiency as evidenced in a performance evaluation. Proficient in assigning/delegating tasks to Office Assistant(s) and Program Assistants to complete the work of TCF's individual scholarship and grant program and the heritage/education project grant program. Demonstrates a deep understanding of the processes for the individual scholarship and grant program and the heritage/education project grant program. Demonstrates ability to improve processes in consultation with Vice President/Director of Programs. 	100%
Total	100%

Skills, Knowledge and Abilities:

- Strong analytic, written, verbal communication and organizational skills are required.
- Proficiency with computer equipment and software:** MS Windows Operating System, FileMaker Pro, GoTo Connect, Zoom, MS Office (Word, Excel, Access, PowerPoint, Outlook, Teams) **proficiency with database programs preferred (SQL, Access, and FileMaker Pro).**
- Experience with web-based applications and database management, preferred.
- Ability to set priorities, handle multiple tasks and application deadlines with a high degree of accuracy.
- Knowledge of postsecondary institutions and student financial aid requirements, preferred.
- Knowledge of general business formats and management procedures.
- Ability to compose business correspondence and create visual presentations.
- Proficient with proper grammar, good vocabulary, spelling, proofreading and editing.
- Knowledge of proper telephone and email etiquette.
- Use of basic office equipment such as; copiers, scanners, printers, and postage machine.
- Knowledge of generally accepted accounting principles.
- Knowledge of ANCSA and Alaska Native history.
- Ability to travel, as necessary, to fulfill the mission of the Foundation.
- Ability to lift 25 lbs.

Minimum Experience Qualifications:

- Bachelor's degree in the areas of education, business, organizational or nonprofit management or other appropriate area of study.

- Demonstrates team leader skills that support a collaborative environment.
- Any combination of training and experience that provides the required skills, knowledge and abilities.

Standards of Employee Conduct:

- Commitment to the mission of The CIRI Foundation.
- Respect for all team members and a positive attitude.
- Collaborate/cooperate with all team members to meet goals of the Foundation.
- Effective task performance and quality results using continuous improvement process approach.
- Observance of safety and health rules.
- Proper use and maintenance of company equipment and materials.
- Maintenance of responsible attendance standards, including prior notification of absence.
- Protection of confidential information.

Required Contacts:

- Foundation team members, beneficiaries, and board of directors.
- Periodic contact with the Foundation's accounting service and IT team.
- University/college financial aid offices.
- Community and business leaders.
- Other Native and civic organizations.

Job Description Approval:

Employee: _____ Date _____
(Signature)

Supervisor: _____ Date: _____
(Signature)