

Mat-Su Health Foundation (MSHF)

Program Assistant Job Description

Position Summary

Reporting to the Workforce Development Program Officer, the Program Assistant is the first and primary contact for MSHF scholarship inquiries and communications from prospective scholarship applicants, recipients, training providers, universities, colleges, and the general public. They provide professional support to the foundation by assisting in updating, maintaining, and preparing scholarship applications and materials, supporting the program staff in the planning and execution of scholarship events, scheduling scholarship presentations, and providing general information regarding scholarships. The Program Assistant completes weekly scholarship tasks; performs data entry activities into the Foundation's grant management software program. In his/her capacity, the Program Assistant is privy to proprietary, confidential and sensitive discussions, issues and organizational matters, which demand the highest level of confidence, trust and propriety. They also provide professional support to the program team by assisting in updating, maintaining, and preparing convening and other stakeholder lists, supporting the program staff in the planning, scheduling, and execution of convenings and other program-related events. The Program Assistant helps with schedule internal meetings and events, and they document decisions and discussions as appropriate.

Responsibilities

Scholarship Tasks:

- Provides primary clerical support related to scholarships to the Workforce Development Program Officer
- Performs data entry activities in the foundation's grant/scholarship management software
- Retrieves all submitted scholarship applications and completes an initial review
- Completes grant management tasks as related to scholarships, once the scholarship has been approved
- Assists with scholarship event planning and execution
- Assists Program Officer with the setup of the Customer Relationship Management (CRM) System
- Works with the Program Officer on creating a workflow for the CRM
- Through the CRM, maintains, updates, and tracks organizational and scholarship applicant details, such as, contact, demographics, education, and career information
- Assists with scholarship communications.
- Serves as a scholarship back-up to the Program Officer
- Takes care of special projects as assigned

At the discretion of the Workforce Development Program Officer (supervisor) the position performs the following functions for program staff:

- Regularly participates with Program Team in the team meetings and provides administrative support at these meetings.
- Schedules internal meetings, takes notes, and disseminates notes to teammates, archives on SharePoint and provides follow-up tasks from notes to relevant program staff.
- Provides primary clerical support related to grantmaking to all program staff.
- Creates and maintains sortable stakeholder lists for use in convenings and other events.
- In concert with program staff, schedules external meetings and convenings, assists with coordination of meeting logistics (RSVPs, printing, sign-up sheets, folder assembly, food ordering, clean-up, storage of leftover food, etc.), and maintains an accurate record of the business conducted. This includes establishing a "viewable" history that can be reviewed.
- Assists Senior Program Officer (SPO) with creating and maintaining pitch and proposal status documents and disseminates same to program and grants management staff.
- Ensures that the program team receive copies of new pitches and proposals

- Assists SPO and/or Vice President of Programs (VPOP) with designing and populating presentations and other documents reflecting pitches and proposals received, awarded, declined, etc. for presentation to MSHF leadership and board of directors.
- Performs maintenance and archiving of program staff SharePoint files within established file structure.
- Performs data entry activities in the foundation's grant management software specific to grant reporting and document management (e.g. uploading supplemental budget documents).
- Assists program officers as needed in strategic work within select program areas.
- Organizes group travel logistics in coordination with the travel agent.
- Registers Program Staff for conferences and trainings.
- Assists Program Staff in preparing expense reports.
- Requests supplies in coordination with other administrative staff
- Accomplishes special projects as assigned.

Competencies

- Proven and progressively responsible office management skills
- Excellent written and oral communication skills, sensitive to confidentiality and diplomacy required in communicating with a broad and diverse audience
- Demonstration of a positive attitude and approach while working cooperatively in a team-oriented setting
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation
- Strong analytic skills and the ability to think strategically, politically and programmatically
- Ability to handle multiple tasks simultaneously, work collaboratively with colleagues and independently with minimum supervision, and set and meet deadlines

Required Qualifications

- Bachelor's degree and/or minimum two years' administrative assistant experience
- Well-organized, attention to detail, and able to meet deadlines
- Computer proficiency
- Knowledge and experience working with a Customer Relationship Management (CRM) system

Desired Qualifications

- Knowledge of financial aid/scholarship process, regulations, and administration; and/or college advising.
- Excellent writing skills
- Effective oral communication skills
- Flexibility and ability to work on multiple tasks
- Ability to conduct library/internet research
- Creative mind, thriving in a team environment

Closing Date: Open until filled

Work Location: Mat-Su Health Foundation, 777 N. Crusey St, Suite A201, Wasilla, Alaska 99654

Pay Range and Benefits: \$21.00 – \$23.00 hourly DOE. Position is non-exempt. The MSHF offers a comprehensive benefits package and is an at-will employer.

How to Apply: Submit cover letter and resume in a single PDF file to jobs@healthymatsu.org. Please include job title in subject line.

The Foundation

Valley Hospital Association (VHA), d/b/a Mat-Su Health Foundation (MSHF) is a 501(c)3 that was formed in 1948 to build and operate Valley Hospital in Palmer. In 2003, VHA entered into an LLC partnership with Triad Hospitals, Inc. in order to construct the new Mat-Su Regional Medical Center (MSRMC). MSHF retains 35% ownership of the hospital, shares 50/50 governance of the state-of-the-art facility, and invests its share of the net revenues into charitable works. The MSHF's mission is to improve the health and wellness of Alaskans living in the Matanuska-Susitna (Mat-Su) Borough. MSHF provides grants, scholarships and technical assistance to nonprofit, tribal and governmental organizations offering services and practical solutions to significant chronic, health-related problems impacting Mat-Su citizens.