



Program Assistant

FLSA Classification: Non-Exempt

Reports to: Senior Program Officer

Salary Range: \$50,000-\$55,000 DOE

To apply, please visit: <https://tinyurl.com/mshfprogramassistant>

Application deadline: July 26, 2024

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary: The Program Assistant provides primary administrative support to the philanthropic team and backup support for all administrative positions in the organization as necessary. Key responsibilities include scheduling, planning, and documenting a high volume of meetings and events, serving as a primary point of public contact, reaching across various constituencies, including grantees and other partners, handling official and confidential correspondence. This position provides support with procurement, financial and database processes as well as document preparation for board meetings.

Job Responsibilities:

Leadership

- Assist the philanthropic team on current initiatives and projects.
- Assists Senior Program Officers and Program Executive Assistant 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.

Program and Administration

- Provide administrative support to the philanthropic team; including clerical and data entry, procurement, financial and database processes.
- Assist the philanthropic team in planning and coordinating meetings, information sessions, convenings and events.
- Coordinate with the philanthropic team, operations, and independent contractors to create contract agreements and monitor contract deliverables, invoicing, payments, renewals and terminations.
- Completes grant management tasks within CRM, as related to focus areas.
- Assists with creating and maintaining pitch and proposal status documents and



- disseminates same to program and grants management staff.
- Performs maintenance and archiving of program staff SharePoint files within established file structure.
- Assists philanthropy staff in monitoring, evaluating, and tracking grants through the entire process from initial inquiries to final reports and compliance.
- Work on current initiatives and projects in partnership with the Chief Community Impact Officer, Senior Program Officers, Program Officers, and Program Associate.

Internal Relationships

- Learns and masters basic job functions of the administrative assistant, grant management assistant, and executive assistants.
- Helps to coordinate coverage with the above positions to ensure administrative support needs are met across the organization.

External Relationships

- Build and maintain relationships with community nonprofits, grantees, and other key stakeholders.

Health Equity

- Support program alignment with the organizational commitment to promoting health equity and inclusion.
- Strive toward equity and inclusion in all interactions.
- Advance personal and professional growth in cultural competency.
- Ability to travel locally approximately 15% of time.

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.
- Strong analytic skills and the ability to think programmatically.
- Ability to handle multiple tasks simultaneously, work collaboratively with colleagues and independently, and set and meet deadlines.
- Well-organized, attention to detail, and able to meet deadlines.

Education & Experience:

- Associates degree or three years of experience
- Proficiency in Microsoft Office
- Knowledge of Customer Relationship Management (CRM) systems

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



Work Location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal and using personal vehicle to travel to various locations in the community.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.