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## Job Announcement

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### PROGRAM ASSISTANT

#### **The Organization**

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For more than 20 years, hundreds of individuals, groups, foundations and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region.

Our work includes:

#### **Fiscal Sponsorship**

We provide the structure, finance and administrative services, expert counsel and connections that help nonprofit leaders succeed.

#### **Grantmaker Partnerships**

We help foundations, corporations, government agencies and other institutions achieve greater impact.

#### **Knowledge Sharing**

We offer workshops, reports, speaking engagements and a range of publications help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages roughly \$42 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services and youth. To learn more, please visit us at

[www.CommunityPartners.org](http://www.CommunityPartners.org).

#### **The Position**

Community Partners seeks a Program Assistant to support the Fiscal Sponsorship Team with a range of activities critical to the onboarding, management, services for, and training of Community Partners projects.

Program Assistant responsibilities include, but are not limited to:

- Acting as the main contact person for the fiscal sponsorship program and responding to general inquiries
- Assisting in the intake and review of new proposals
- Maintaining strong communication with project leaders including responding to requests via email, forms submitted on our website, and phone calls
- Researching and distributing resource materials, such as grant opportunities
- Coordinating and preparing for meetings, trainings, orientations, and consultations
- Maintaining and updating our Salesforce database that tracks project progress and contact information; generating reports from database as needed
- Updating fiscal sponsorship and other program related content on our website as necessary
- Assisting other team members in preparing and formatting documents, including PowerPoint presentations, proposals, timelines, reports, surveys and e-blasts
- Working with other Community Partners teams to problem solve and share best practices
- Handling general clerical duties including copying, faxing, filing, and mailings
- Providing coverage at Community Partners' front desk as needed

## **Qualifications**

### *Required*

- A bachelor's degree or equivalent experience, with additional administrative experience strongly preferred
- Excellent organizational, analytical, and written/oral communication skills
- Attention to detail, with the ability to manage multiple priorities, plan well ahead of routine deadlines and anticipate administrative support needs
- Ability to identify issues, obstacles, and opportunities, then develop and implement effective solutions
- Ability to conduct basic online research to assist with scheduling, coordinating meetings, and other duties
- Proficiency in Microsoft Office
- Ability to work with diverse groups and in a team environment
- Ability and willingness to work occasional evenings and Saturdays
- Ability to travel to meetings, conferences, and other work-related events

### *Preferred*

- Experience with Salesforce or other data management software
- Experience or familiarity with online services such as SurveyMonkey, Formstack, Constant Contact and/or MailChimp
- Experience or familiarity working in a content management system such as Drupal, WordPress or Joomla
- Professional-level proficiency in Spanish and English

### *A Plus*

- Experience with event planning

## **Compensation**

Salary is competitive and commensurate with experience. Benefits include paid holidays and vacation, medical, dental, vision, flex spending, a 403(b) plan with employer match, Metro pass, and a range of professional development opportunities. Community Partners offers a 9/80 workweek option under which employees may elect to work 80 hours in 9 days and take every other Friday off.

## **Application**

Interested applicants should send a cover letter and resume as a single PDF attachment to:

[Jobs@CommunityPartners.org](mailto:Jobs@CommunityPartners.org). Please include "Program Assistant" and your name in the subject line of your email.

***Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce***