



PROGRAM ASSISTANT

Updated May 2022

Role Purpose and Summary

The Program Assistant supports the Education team. The Assistant provides administrative support to a busy team of 3-4 people on the Education team and some support to the Youth Serving Systems department within the larger organization and manage a variety of projects to keep their work moving, including assistance with grants management.

Role Responsibilities

- Provide calendar and appointment management for 3-4 team members (approximately 40% worktime)
- Book travel and provide logistical support for trips and business meetings (approximately 20% of worktime)
- Handle event management activities including space arrangements, a/v, catering, attendee management, preparation of supporting materials and capturing notes and action items (approximately 5-10% of worktime)
- Assist in the development of the team's weekly meeting agendas, capturing notes and action items, and preparing materials to support the team's work (approximately 5% of worktime)
- Provide basic communications support internally and externally, including correspondence on behalf of staff, responding to external inquiries, and creating presentation materials, and provide copywriting support for external communications (approximately 5% of worktime)
- Work closely with the Grants team to support the grantmaking process, ensuring data accuracy, compliance and timely communication with current and prospective grantees (approximately 20% of worktime)
 - Assist Grants team and program staff with management of active, closed and pending grants, including updating documents and records in the grants management system
 - Manage routine communications with grantees to confirm pending deadlines, receipt of required reports and other grants management matters
 - Work closely with Grants team to support grant pipeline management, due diligence and applicable legal requirements, including preparation of proposal summaries
- Manage monthly expense reporting by processing credit card transactions, reconciling and documenting charges, and preparing reimbursement requests (approximately 5% of worktime)
- Maintain Bridge intranet site with updated content for Education and YSS, including assisting with creation of periodic newsletter and announcements (approximately 5% of worktime)



Role Requirements

- Passion for the mission of the Raikes Foundation and willingness to engage in the Foundation's diversity, equity and inclusion work
- Three or more years of relevant experience as an administrative assistant, office manager or executive assistant
- The ability to manage multiple tasks simultaneously, prioritize projects and meet deadlines. Excellent attention to detail with strong organizational skills
- Strong communication skills, ability to write clearly and succinctly to various audiences
- Strong computing skills and fluency with Microsoft office suite, including Outlook, Excel, Word, and PowerPoint. Experience with contact management systems are highly desirable
- Flexible and self-motivated, having the ability to work both independently and as a member of a small team
- Candidates must be able to successfully clear a background check

Team and Reporting Structure

Reports to the Director, Education

FLSA Classification

Non-exempt

Employment Type

Full-time

Location

The position is based in Seattle, WA, and will require occasional domestic travel, approximately 2-3 trips annually.

To Be Considered

Please apply directly to the role [here](#) or submit your resume and cover letter to alex@hanselltierney.com. Cover letters expressing your interest in and fit for the role should be addressed to Alex Grieble. Candidates will be reviewed on a rolling basis until the role is filled.

Hansell Tierney is leading this Program Assistant search:

Alex Grieble, Recruiter
alex@hanselltierney.com