



PROGRAM COORDINATOR
Grants and Scholarships
JOB DESCRIPTION
July 2022

Location: Bayside, CA and remote work as required by COVID-19 safety protocols
Department: Strategy, Program and Community Solutions
Reports To: Director of Grantmaking
Time Commitment: 40 hours/week; 8:30am-5:00pm, including occasional evening and weekend work as needed
Status: Regular Non-exempt
Wage Range: \$17.00-19.00 hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$21.25/hour expected at 1 year of tenure

About Humboldt Area Foundation & Wild Rivers Community Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others—focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

Job Description Summary

The Program Coordinator is responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the Foundation’s grant and scholarship programs. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be

able to take direction from multiple staff members, prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization. This position experiences prolonged time on the computer and phone.

Essential functions of the position include providing customer service support to grant and scholarship applicants and review committees through paper, electronic and online processes. This includes updating and troubleshooting the online application and review platform, preparing letters and reports; data entry; updating grant applications and the website; and supporting other grantmaking staff by assisting with tasks such as scheduling, meeting set up and clean up, travel arrangements, filing, data base management, bulk mailings, and expense reports.

This position is a full participant in working with the Strategy, Program and Community Solutions team to fulfill HAF/WRCF's mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities," and to practice organizational values of community, empathy, and equity.

Essential Functions

Grants and Scholarship Coordination:

- Provide administrative support to applicants, grantees/students and committees including fielding questions, scheduling and attending internal and external meetings, preparing review packets, and grant reports
- Seeing through the application process from beginning to end; update and draft grant applications, coordinate advertisement, screen applications for eligibility, data entry and coordination of notification, track and follow up on grant reports
- Update and follow grantmaking procedures while effectively supporting workflows, program evaluation and development, create new procedures as needed
- Update constituent databases
- Support development of online application portal(s), including technical support
- Reconcile and follow up on expired grants
- Maintain organized filing system

Team, Organizational and Administrative Support and Participation:

- Participate in team meetings and team building efforts
- Engage in all staff meetings, activities and trainings
- Back-up support for other team Coordinators
- Admin support for Director of Grantmaking
- Other duties as assigned

Minimum Qualifications

- Two years of experience working in an administrative capacity in an office environment that has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Experience using equipment such as computers, phones, printers, etc.
- Proficiency with the Microsoft Office suite (Word, Excel, Outlook, Power Point, etc.)
- Performs work, such as data entry and proofing, with a high level of accuracy and an eye for detail; can identify and correct mistakes in own work
- Proven experience providing outstanding customer service
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Handles interactions with creativity and diplomacy
- Ability to work independently as well as part of a team
- Takes initiative in problem solving
- Ability to prioritize and organize workloads in order to meet project deadlines
- Ability to anticipate, identify, and address others' needs in a dynamic work environment
- Excellent written and verbal communication skills
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures
- Ability to work the hours required for this position
- Effective and efficient time management skills
- Ability to handle multiple responsibilities simultaneously, prioritize and balance workloads with minimal supervision, and meet critical deadlines
- Past experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion

Preferred Qualifications

- 3+ years experience in administrative support
- Knowledge and experience with supporting committees and advisory boards
- Knowledgeable about nonprofit business functions
- Previous work in a local medical or health and human service organization
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
- Bi-/Multi-lingual fluency
- Experience working in database systems
- Demonstrated proficiency in working with and developing websites or on-line application platforms
- Possess a valid California or Oregon driver's license and ability to be insured under HAF's insurance

Physical & Mental Requirements of the Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee’s Signature

Date:_____

Supervisor’s Signature

Date:_____