

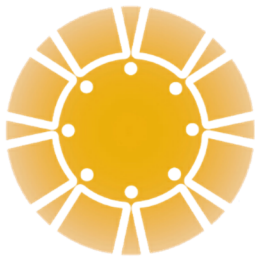
NORTHERN CHAUTAUQUA
**COMMUNITY
FOUNDATION**

Scholarship & Administrative Coordinator

The Northern Chautauqua Community Foundation has a position opening for our Scholarship & Administrative Coordinator. We are seeking an enthusiastic individual who shares our commitment to improving and enhancing the community.

Please submit your resume, cover letter and three (3) references (with contact information) to nccf@nccfoundation.org or 212 Lake Shore Drive West in Dunkirk, New York (14048).

The Northern Chautauqua Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, religion or creed, gender, gender expression, age, physical or mental disability, national origin, political affiliation, veteran status, pregnancy, military obligations, marital status, or sexual orientation. This policy applies to hiring, training, internal promotions, opportunities for advancement, and terminations. This policy also applies to the selection of Board and Committee members, the selection of volunteers and vendors, and the provision of services, grants, and/or scholarships. We are committed to providing an inclusive and welcoming environment for all members of our staff, Board and Committee members, donors, volunteers, subcontractors, grant and scholarship recipients, and vendors.



Scholarship & Administrative Coordinator (full-time)

The Scholarship Coordinator & Administrative Coordinator is responsible for successfully implementing the NCCF's Scholarship Program as well as maintaining the office as a professional and well-organized place of business.

As a part of our mission of "improving the area in which we live and work," the NCCF is committed to providing the highest quality of service and support to the northern Chautauqua community (i.e., donors, potential donors, not-for-profit organizations, community volunteers and the community at large). Each employee should share and put into practice this commitment. Further, it is imperative that each employee accept and follow the established policies and procedures as outlined in the Personnel Manual.

Due to the nature of our work, job descriptions are fluid and may adapt as priorities shift. Teamwork is the norm and employees are expected to assist other employees when needed.

Duties

General

- coordinate scholarship process with school representatives
- facilitate the meetings of the various scholarship selection committees
- communicate with scholarship donors
- ensure scholarship disbursements comply with NCCF policies, procedures, and individual fund agreements
- work with the Executive Director on development of new scholarship fund agreements
- stay abreast of legislation and trends regarding community foundation scholarship programs
- coordinate the work of the Scholarship Committee

Outreach & Engagement

- establish and maintain a strong relationship with schools
- share information about scholarship program with community organizations and other interested parties
- reach out to students and families who may not learn about scholarship opportunities through traditional means
- network with local organizations that have connections to youth

Public Relations

- Through a variety of media, focusing on social media platforms, work with Communications Coordinator to accomplish the following:
 - advertise the availability of scholarships
 - share publically the names of awardees
 - prepare certificates for individual awards
- arrange for NCCF representatives and/or donors to present awards, when appropriate

Administrative

- maintain databases in Foundation Information Management System (FIMS) and Microsoft Access as well as others that may be developed
- maintain files accurately and orderly
- process accountants payable, prepare and deliver bank deposits
- process scholarship awards through appropriate database(s)
- prepare scholarship award letters
- prepare a listing of awardees for board approval
- distribute scholarship checks
- track continuing scholarship awards
- follow-up on outstanding scholarship awards
- acknowledge all gifts in a timely matter
- provide administrative support to the Executive Director
- serve as office receptionist in a professional and welcoming manner
- maintain office supplies
- arrange for necessary indoor and outdoor maintenance

Additional Duties

- participate in relevant professional organizations, when appropriate
- maintain a working knowledge of Microsoft Office (including Word, Excel, and Access), FIMS and other technical and software programs as required
- uphold Standards for U.S. Community Foundations
- as a part of the NCCF Team, assist co-workers when needed

Qualifications

Education & Experience

Applicants must hold an Associate's Degree in a business or humanities field or be working toward a Bachelor's Degree in a related field. Work experience may be substituted for education requirement.

Knowledge, Skills, Abilities and Worker Characteristics

- high level of proficiency in Microsoft Office and ability to quickly learn new systems
- meaningful experience using social media tools persuasively in a business or professional context
- familiarity with northern Chautauqua Community in general, including school districts
- exceptional communication (verbal and written), interpersonal and networking skills
- ability to perform assigned tasks efficiently, accurately and independently while prioritizing and managing multiple projects
- confidence and poise when speaking to individuals or groups
- appreciation of cultural differences and sensitivity to socioeconomic differences

Applicants must be able to work a flexible schedule as some evening and weekend work will be required.

Reports to: Executive Director

Compensation: \$14 - \$17 per hour commensurate with experience and education ● participation in health insurance plan ● paid vacation and holidays