

**LAPEER COUNTY COMMUNITY FOUNDATION  
JOB DESCRIPTION**

**POSITION:** Program Assistant  
**RESPONSIBLE TO:** Executive Director and Board of Trustees  
**IMMEDIATE SUPERVISOR:** Executive Director  
**FSLA STATUS:** Non-Exempt  
**HOURS:** Part-time (average of 24 hours/week\*)  
\* Includes occasional nontraditional hours

**NATURE AND EXTENT OF ASSIGNMENT:**

This assignment involves providing support to the Executive Director and Board of Trustees related to the operation, growth, and development of the Foundation; helping administer the implementation of Foundation policies, procedures, and plans toward the accomplishment of the Foundation's goals; and assisting with the day-to-day office needs of the Foundation.

**MINIMUM QUALIFICATIONS:**

- Possession of a high school diploma or high school equivalency is required. Possession of an associate degree or higher degree is preferred.
- Possession of a valid Michigan driver's license is required.
- Must be able to successfully pass a criminal background check.
- Prior experience in collaborative project work is preferred.

**Skills:**

- Strong communication, organizational, and writing skills
- Proficiency in the use of Microsoft Office products and standard office equipment
- Knowledge of online marketing and communication platforms (i.e., website management, Constant Contact, Facebook, Instagram, Twitter, etc.).

**Abilities:**

- Prioritize, multi-task, and exercise initiative
- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret and explain policies and procedures
- Keep accurate records and perform basic math calculations
- Adhere to timelines/deadlines
- Work under limited supervision, taking initiative when necessary
- Remain composed in stressful and difficult situations
- Exercise sound judgment in handling confidential information
- Conduct self in a professional, respectful, and civil manner at all times.

**Character:**

- Is trustworthy, possesses a positive attitude, and has a strong work ethic
- Pays attention to detail and maintains personal and professional integrity.

**PHYSICAL DEMANDS**

The physical demands described below are representative of those that must be met by an individual in order to successfully perform the essential job duties & responsibilities of this position. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential job duties & responsibilities of this position.

An individual filling this position must be able to sit for extended periods of time, stand, walk, and lift/move up to 15 pounds.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:**

- Manage the Foundation Bromelkamp Akoya Software Database suite of products, including:
  - Maintain CRM (akoyaGO)
  - Facilitate and implement online scholarship and grant application process
  - Analyze, integrate, and implement new Akoya products
  - Develop custom reports, track gifts and event participation, and maintain mailing lists
  - Facilitate staff development and training for akoyaGO software implementation
  - Serve as the point of contact for support, training, and product updates.
  
- Internal Accounting and Gift/Payment Processing
  - Process all gifts and payments to the Foundation
  - Generate donor and fund holder gift acknowledgement letters
  - Track capital campaigns
  - Create and maintain custom reports as needed.
  
- Correspondence/Reporting
  - Assist in the preparation of publications (e.g. Annual Report, marketing materials, newsletters, etc.)
  - Maintain mailing and email lists
  - Create reports from CRM to Excel, analyze insights and data metrics
  - Assist in maintaining the Foundation website and creating content for social media accounts.
  
- Special Events
  - Assist in the development, preparation, and running of Foundation events and programs.
  
- General Clerical Duties
  - Assist with troubleshooting of software and computer issues
  - Provide clerical and secretarial support
  - Provide support for initiatives and funds held by the Foundation,
  
- Other
  - Positively represent the Foundation at all times.
  - Report for work on-time as scheduled.
  - Perform job duties & responsibilities in accordance with Foundation policies and procedures.