

## **Program Assistant, Youth Serving Systems**

Role description

*Updated September 2024*

### **Role Purpose and Summary**

The Raikes Foundation is seeking a Program Assistant who is someone who finds fulfillment in supporting others to succeed. In this role, you will be responsible for supporting the Senior Director, Youth Serving Systems and Housing Stability for Youth (HSY) team, which consists of a Program Director and Program Officer, with a focus on fostering collaboration and facilitating growth for both our partners and team members.

The Program Assistant provides administrative support to an active team of three (3) people on the team and some support to the Youth Serving Systems (YSS) 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 intranet site (the Bridge) with updated content for HSY 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
- A commitment to helping others succeed. We are looking for individuals who share this passion and are eager to make a positive impact in our community. Your role will focus on empowering others to achieve their goals and drive success.
- 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

### **Team and Reporting Structure**

Reports to the Senior Director, YSS with a dotted line reporting relationship to the Program Director HSY and supports a Program Officer.

### **FLSA Classification**

Non-exempt, hourly. Overtime eligible

**Employment Type**

Full-time, 40 hours a week

**Location**

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

**Current Hybrid Policy**

Hybrid Onsite and WFH Flexible Schedule; Requires to be onsite on Tuesdays, with the possibility of increasing in-office days. Additional days may be needed for event and meeting support.

**Compensation**

This is an hourly, non-exempt (overtime eligible) role. The compensation is \$35.09 - \$44.23 per hour (\$73,000 - \$92,000 on an annual basis)

**Benefits**

The Raikes Foundation offers excellent benefits including: fully paid healthcare coverage for employees and their dependent children, dental and vision insurance, an annual student loan reimbursement benefit, a 9% employer-paid 401k contribution (no employee match required, after one year eligibility), employer paid and 27 paid vacation, sick, and personal days, plus 10 paid holidays, plus the office is closed the last week of the calendar year, and parental leave.

**Application process:**

The Raikes Foundation is committed to building a society that is fair and just. We value a diversity of lived experiences and skills and welcomes employment applications from all qualified individuals. The Raikes Foundation encourages applications from people of color; LGBTQ+ people, bilingual, and multicultural individuals; and people with diverse backgrounds and lived experiences.

If you would like to request an accommodation, please contact HR at [HR@northforty.org](mailto:HR@northforty.org)

To apply, please send your resume to: [HR@northforty.org](mailto:HR@northforty.org)