



PONTIAC

COMMUNITY FOUNDATION

Building a Brighter Future for Pontiac

Program Associate October 2026

About Pontiac Community Foundation

The Pontiac Community Foundation (PCF) is an independent 501(c)(3) organization dedicated to building a brighter future for Pontiac by leveraging leadership, philanthropy, and collaboration. Our mission is to tackle Pontiac's most pressing issues, connect residents to transformative opportunities, and invest in community leaders and organizations. Our vision is to make Pontiac the premier place to live, work, and play. We believe meaningful, lasting change happens when residents, nonprofits, businesses, government, and philanthropy work together around a shared vision for the community. Since its founding, PCF has invested millions of dollars into the community, built more than 100 strategic partnerships, launched nationally recognized initiatives, and served as the backbone organization behind collaborative efforts that improve the lives of Pontiac residents.

Position Summary

The Program Associate supports the day-to-day delivery of Pontiac Community Foundation programs and operations, with primary responsibility for hands-on community programming and transportation support. The position works directly with youth, residents, schools, nonprofit partners, M1 Mobility transportation program drivers, and PCF staff. This role coordinates program activities, prepares efficient transportation routes, communicates transportation schedule changes, serves as a backup driver when needed, and assists with other projects across the organization. The ideal candidate is dependable, organized, comfortable working in the community, and willing to handle both planned assignments and the everyday tasks that keep programs moving.

Position Responsibilities

Community Program Support

- Support community-based and youth-serving programs, outreach activities, and educational initiatives.
- Assist with school-based programming, youth engagement, community outreach, meetings hosted by partner organizations, trainings, and special events.
- Prepare program materials, supplies, sign-in sheets, surveys, incentives, and outreach resources before activities.
- Attend activities in person, help with setup and cleanup, engage participants, and support partner organizations during program delivery.
- Maintain accurate participation records, collect program documentation, and enter or organize information needed for reports and grant requirements.



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- Follow up with schools, youth-serving organizations, and community partners as assigned.
- Help identify participation barriers and share observations that can improve programming and outreach.

Transportation and Routing Support

- Receive and review transportation requests and confirm that passenger counts, pickup locations, destinations, dates, and times are complete.
- Create efficient pickup and drop-off routes using approved routing tools and verify that every required stop is included.
- Coordinate route details with partner organizations and drivers, including schedule updates, rider changes, cancellations, and special instructions.
- Maintain route schedules, passenger lists, trip documentation, mileage records, and other transportation records.
- Monitor active routes and help resolve routine issues involving timing, rider changes, addresses, and partner communication.
- Serve as a fill-in driver when scheduled drivers are unavailable or when program needs require additional coverage.
- Complete required vehicle checks and promptly report maintenance, safety, or operational concerns.
- Follow all PCF transportation policies and applicable safety, confidentiality, and passenger supervision requirements.

Program and Administrative Support

- Support PCF events, meetings, grant-funded activities, resident engagement efforts, and special projects.
- Assist with scheduling, data entry, file organization, supply management, printing, copying, and preparation of routine communications.
- Help track deadlines, participation information, partner follow-up, and project tasks assigned by the supervisor.
- Pick up or deliver supplies, documents, and program materials when needed.
- Represent PCF professionally at schools, partner sites, community events, and during transportation services.
- Take on other duties and time-sensitive assignments that support PCF programs and operations.

Skills and Qualifications

- High school diploma or equivalent, relevant coursework, or comparable work and community experience.
- Strong organization, communication, follow-through, and practical problem-solving skills.



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- Ability to use email, shared calendars, spreadsheets, online forms, navigation tools, and common office software.
- Ability to work respectfully with youth, families, residents, school staff, nonprofit partners, and coworkers from varied backgrounds.
- Valid Michigan chauffeur's license, or the ability to obtain one before driving PCF vehicles, and a driving record that meets PCF and insurance requirements.
- Ability to complete all required background checks, fingerprinting, transportation training, and safety requirements.
- Reliable transportation and availability for local travel, occasional evenings, and occasional weekends.
- Youth programming, program data collection, community engagement, transportation coordination, or nonprofit experience is preferred.
- Bilingual English and Spanish communication skills are a plus.

Compensation and Benefits

- Part-time, fixed annual salary of \$35,600; expected role of 30 hours per week
- Opportunity for growth into a full-time role.
- 100% of pre-approved work-related expenses are to be paid or reimbursed.
- Unlimited pre-approved paid time off.
- Hybrid work environment with designated in-office days.

*If you have interest in joining our growing team,
please email a cover letter and resume to: programs@pontiaccommunityfoundation.org*