



PONTIAC
COMMUNITY FOUNDATION
Building a Brighter Future for Pontiac

Program Associate
March 2022

Overview:

Pontiac Community Foundation is an independent 501(c)3 organization dedicated to building a brighter future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. PCF's most effective work accomplishes neighborhood investment, economic vitality, civic engagement, and racial equity initiatives, that help improve the quality of life for Pontiac residents and make the city of Pontiac the premier place to live, work, and play.

The Program Associate will serve broadly as a support staff across our Programs department to expand program capacity and offer administrative support. The Program Associate will assist across all programs, but will have a particular focus with our Economic Vitality and Neighborhood Investment initiatives. This person will provide programmatic functions including serving as a liaison to the community and acting as an administrative coordinator. The person in this position reports directly to the Vice President of Programs. They will assist the VP with special projects in relation to program initiatives and will work closely with existing staff to fulfill the functions needed. The Program Associate will provide logistical, strategic, and administrative support, and will also provide critical data, research, and community engagement on designated projects and initiatives.

The Program Associate will be able to work effectively both within teams and independently, as well as with remote supervision, to accomplish goals and implement initiatives. The successful candidate works proactively, anticipating needs, conflicts, and opportunities while exercising judgment, initiative, and discretion. This position may expand over time to include varying responsibilities.

Position Responsibilities:

Programmatic Support – 60%

- Work collaboratively with staff across PCF to coordinate tasks as needed to advance projects and organizational objectives. This may include, but it not limited to: strategic event planning, community outreach and engagement, developing communication documents for internal and external use, participating in board and staff planning meetings
- Support program marketing initiatives, newsletters, social media campaigns, and other communications tools
- Participate in and represent organization at community-wide convenings, events, planning sessions, and working groups



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- Support stakeholder engagement at regular civic and community events, city council meetings, virtual forums, etc.
- Correspond with internal and external partners by drafting written communications and establishing strategic partnerships
- Conduct background research and gather information for grantmaking and special projects to provide insightful information to support decision making regarding programs and future planning
- Track program activities and impacts to measure against key performance indicators
- Support and contribute to PCF's overall strategic vision, and the continued evolution of PCF's programming
- Other duties as assigned by VP of Programs

Administrative Support– 40% of time

- Support key administrative functions including scheduling meetings, trainings, preparing agenda and minutes, compiling information for reports, ordering supplies, etc.
- Track and document key meetings/phone calls and other special projects as needed, including regular note taking/summarizing of meetings
- Preparing meeting materials as needed, including assisting with board meeting materials, grant partner correspondences, and various internal and external meetings

Skills and Qualifications:

- Must embrace the mission of Pontiac Community Foundation.
- Highly organized and able to prioritize and manage multiple varied projects; specificity to detail, protocols, and professionalism, including highest level of discretion with confidential information.
- Able to develop and maintain positive interpersonal relations with all levels of staff, board of directors, committee members, and outside contacts including community members, small businesses, neighborhood connections, etc.
- Superb written, verbal and interpersonal skills.
- Time management and flexibility with job duties.
- Competent in G-Suite, Microsoft Office, and related platforms.
- Self-directed and able to work independently with remote supervision.
- Reliable transportation and ability to work on outdoor projects when necessary.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, a collaborative mindset, common sense and good listening ability.
- A bachelor's degree, equivalent, or in progress and/or 2-4 years of professional experience in programmatic or administrative support or similar roles.
- Experience supporting non-profit organizations or programs related to economic development and neighborhood investment particularly in communities of color, preferred.

Compensation, Benefits, and Terms:

- Full-time salaried position at \$30,000-\$35,000 based on experience.
- Benefits package, including 100% premium paid for medical, dental, and vision coverage.
- 100% of pre-approved work-related expenses to be paid or reimbursed.
- Unlimited pre-approved paid vacation.
- Option to work remotely, with designated "in-office" days.