

TUSCOLA COUNTY COMMUNITY FOUNDATION JOB DESCRIPTION

POSITION: Program Assistant
REPORTS TO: Executive Director
HOURS: Full-time, 40 hours/week, non-exempt employee*
*Includes occasional nontraditional hours

POSITION OVERVIEW

This position involves providing support to the Executive Director and general administrative operations of the Foundation. The ideal candidate will be highly organized, detail-oriented and committed to providing support to implementation of Foundation policies, procedures and plans. This position requires proficiency in office management, strong technology skills, strong written and verbal communication skills and the ability to manage multiple tasks in a non-profit environment.

MINIMUM QUALIFICATIONS

- Possession of a high school diploma or high school equivalency is required. Possession of an associate degree or higher in a field related to the non-profit sector preferred
- Possession of a valid Michigan driver's license is required
- Prior experience in collaborative project work is preferred
- Familiarity with donor databases (i.e., CRM's – customer relationship management systems) is preferred

Skills

- Proficient in Microsoft Office Suite, Google Suite and email marketing platforms
- Strong written and verbal communications skills
- Strong organizational skills with attention to detail
- Ability to work independently as part of a team
- Ability to handle confidential information
- Knowledge of social media platforms (i.e., website management, Facebook, Instagram, Twitter, etc.)

Abilities

- Conduct self in a professional, respectful, and collegial manner at all times
- Prioritize, multi-task, and exercise initiative
- Adhere to timelines/deadlines
- Work under limited supervision
- Remain composed in stressful and difficult situations
- Exercise sound judgment in handling confidential information
- Keep accurate records and perform basic math calculations

Character

- Trustworthy, strong work ethic and possess a positive attitude
- Detail oriented
- Demonstrate 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 accommodation may be made to enable individuals with disabilities to perform the essential job duties and 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:

- Assist with preparation of meeting agendas, materials, and minutes for Board and Committee meetings
- Provide clerical and secretarial support
- Assist with maintaining accurate records of meeting minutes, ensuring all actions are properly documented
- Assist with communications and scheduling as needed
- Discreet and trustworthy, ability to maintain confidentiality
- Assist with preparation and distribution of newsletters, event invitations, and other communication materials; Develop custom reports, track gifts and event participation
- Data management; assist with troubleshooting of software and computer issues; proactive/solution focused; software literacy
- Maintain mailing lists
- Assist in the preparation of publications (e.g. Annual Report, marketing materials, newsletters, etc.)
- Maintain and update the Community Foundations website and social media platforms;
- Support the planning and execution of Community Foundation events, including fundraisers, donor appreciation events, grant award presentations, scholarship presentations and community engagement initiatives.
- Process and track gifts, grants, and fundraising campaigns, ensuring accuracy in data entry filing and reporting
- Maintain and update the Community foundation's donor database ensuring donor records are accurate and up to date; maintain mailing and email list; create and maintain custom reports as needed
- Assist with donor communications; customer focus, warm and welcoming, service oriented
- Collaborate with Executive Director and co-workers
- Support reporting activities with donors and non-profit partners
- Provide support for initiatives and funds held by the Foundation
- Positively represent the Foundation at all times
- Report for work on-time as scheduled; reliable and consistent
- Perform job duties & responsibilities in accordance with Foundation policies and procedures
- Perform other tasks and responsibilities as assigned

COMPENSATION

- Competitive wage based on experience \$22.00 - \$24.00
- Paid Vacation and Sick Time
- Simple Plan IRA

TO APPLY

Submit a cover letter and resume to JHunter@tuscolaccf.org or mail to: TCCF, ATTN: Executive Director, PO Box 534, Caro, MI 48723. Applications will be accepted through September 9, 2026, or until position is filled.