Program Coordinator, Grants & Scholarships

JOB DESCRIPTION
August 2023

Location: Bayside or Crescent City, CA; with routine remote and hybrid work structures
Team: Community Solutions & Programs
Reports To: Senior Program Officer or Program Officer
Time Base: 40 hours per week
Hours: 8:30am-5:00pm, including occasional evening and weekend work as needed
Status; Level: Regular Non-exempt; Coordinator
Hiring Range: $18.25-$20.50/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; $22.75/hour expected at 1 year of tenure.

About Humboldt Area Foundation+Wild Rivers Community Foundation
Humboldt Area Foundation and Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the region’s 27 Tribal Nations and historically Indigenous territories. Our rural, predominantly economically disadvantaged region serves 200,000 residents in over 10,000 square miles of land. HAF/WRCF was founded in 1972 and has current assets of $155 million and an annual budget of $15.8 million.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, and the Redwood Region Climate and Community Resilience Hub (CORE Hub). It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.
Job Description
The Program Coordinator is responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the Foundation’s grants and community based programs and initiatives, including Humboldt Health Foundation. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be able to take direction from multiple staff members, prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization. This position experiences prolonged time on the computer and phone.

Essential functions of the position include providing customer service support to grant applicants and review committees and tending to community relationships in order to create a more equitable, accessible, and evolving grants program. It also includes providing logistical and administrative support to HAF+WRCF’s grant programs. This position ensures applications and related review systems are updated and user friendly; prepares letters and reports; heavy focus on data entry; provides guidance to prospective grantees; updates the website, drafts communications; provides administrative and logistical support for meetings; creates and maintains filing systems; communicates with foundation partners; and general team support.

Job Duties & Essential Functions
Grants Coordination:
- Provide administrative support to applicants, grantees and committees including fielding questions, scheduling and attending internal and external meetings, preparing review packets, and grant reports.
- See through the application process from beginning to end: update and draft grant applications, coordinate advertisement, screen applications for eligibility, data entry and coordination of notification, track and follow up on grant reports.
- Update and follow grantmaking procedures while effectively supporting workflows, program evaluation and development, create new procedures as needed.
- Update constituent databases.
- Create and update applications and grant round workflows in the Grants Portal (GLM).
- Reconcile and follow up on expired grants.
- Maintain organized filing system.

Humboldt Health Foundation Support:
- Responsible for all administrative and logistical support for Humboldt Health Foundation Board of Directors, committees, and Director within structured deadlines.
  o Develop and generate reports and surveys.
  o Schedule meetings, secure venues/Zoom rooms, meeting set up/clean up, note or minute taking, communication to support Board and committee meeting preparation, and follow up administrative support.
  o Facilitate assigned grant committees.
  o Update and follow grant and committee procedures.
See through the application process from beginning to end; update and draft grant applications, screen applications for eligibility, data entry and coordination of notification.
- Constituent data management.
- Coordinate with Communications team for marketing needs.
- Update website.
- Implement mail and email campaigns.

**Team, Organizational and Administrative Support and Participation:**
- Participate in team meetings and team building efforts.
- Participate in all staff meetings, activities and trainings.
- Cross-train with and provide back-up for other administrative support staff, including Assistants, Coordinators and/or Associates.
- Contribute to HAF+WRCF’s strategic goal areas.
- Administrative support for Senior Program Officer(s) and Program Officer(s).
- Reconcile team credit card statements each month.
- Provide phone back-up and Front Office coverage as needed.
- Other duties as assigned.

**Minimum Qualifications**
- One year of experience working in an administrative capacity in an office environment that has provided the individual with the knowledge, abilities, and skills listed below:

**Knowledge, Skills, and Abilities**
- Experience using equipment such as computers, phones, printers, etc.
- Proficiency with the Microsoft Office suite (Word, Excel, Outlook, Power Point, etc.)
- Performs work, such as data entry and proofing, with a high level of accuracy and an eye for detail; can identify and correct mistakes in own work.
- Proven experience providing outstanding customer service.
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds and has demonstrated sensitivity to cross-cultural perspectives and experiences.
- Handles interactions with creativity and diplomacy.
- Ability to work independently as well as part of a team.
- Takes initiative in problem solving.
- Ability to prioritize and organize workloads in order to meet project deadlines.
- Ability to anticipate, identify, and address others’ needs in a dynamic work environment.
- Excellent written and verbal communication skills.
- Maintains confidentiality and protects sensitive information in accordance with organizational standards.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures.
- Ability to work the hours required for this position.
- Effective and efficient time management skills.
ability to handle multiple responsibilities simultaneously, prioritize and balance workloads with minimal supervision, and meet critical deadlines.

Preferred Qualifications

- Knowledge and experience with supporting committees and board of directors.
- Knowledgeable about nonprofit business functions.
- Previous work in a local medical or health and human service organization.
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems.
- Bi-/Multi-lingual fluency.
- Experience working in database systems.
- Demonstrated proficiency in working with and developing websites or on-line application platforms.
- Possess a valid California or Oregon driver’s license and ability to be insured under HAF’s insurance.

Physical & Mental Requirements of the Job
Work is performed in office and meeting settings as well as in community gathering places. This position experiences prolonged time on the computer and phone. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date:                 Date: