Location: Elgin, IL  
Status: Full-Time including benefits  
Salary: $40-50K based on skills & qualifications  
Reports to: Elgin Program Officer  
Start date: June 2020  
Application Deadline: May 22, 2020  
Interviews: Will be over Phone & Virtual (please indicate if you have barriers to phone/virtual interviews)

**Elgin Program Assistant**

**The Role**  
The Program Assistant is a member of the Foundation’s program team and will support our work to make sure that Elgin’s social, education, and economic systems are well-coordinated, responsive, inclusive, and create the right conditions for equitable outcomes. We believe this will result in a stronger community that represents the diverse voices and perspectives of its people. This position also supports the activities and operations of our downtown Elgin office. The Program Assistant will be able to demonstrate their ability to thrive in the organization’s emerging work norms:

- **Purpose-driven**: Grounded in the work, aware of the impact that is possible, and able to purposely engage and collaborate with others internally and externally to move the work forward
- **Innovation**: Able and eager to identify new processes and people to support our work
- **Ideas and inquiry**: Generate ideas, then test those ideas establish new methods
- **Entrepreneurial**: Able to exhibit passion and optimism for the work, work beyond the completion of a task and examine how things can improve; take calculated risks; work autonomously and decisively; and is able to execute on ideas
- **Comfort with ambiguity**: Possess the confidence and flexibility to successfully work in an environment where new norms are processes are being formed

**Responsibilities**  
The primary duties of the Program Assistant are:
- Managing day to day office activities, such as coordinating meetings, events, and travel while maintaining and administering staff calendars
- Responding to written and phone inquiries in a courteous, helpful and responsive manner to grant applicants and others who contact the Foundation
- Managing local grant files to ensure they contain all required information
- Maintaining positive relationships with local vendors
- Acquiring and communicating a clear understanding of the Foundation’s mission and goals
- Managing office operations such as working with building management and other vendors that keep the office and its equipment well-maintained
- Manage GVF Elgin’s social media accounts as well as create and post original content
• Work with Chicago-based staff on communications, grant administration and managing the budget for the Elgin program
• Performing other duties as assigned

Skills and Characteristics
The best candidates for this role will have many of the following skills and/or qualities:
• Fluency in Spanish is strongly preferred
• Knowledge of local Elgin communities is strongly preferred
• Has strong written communication skills, including proofreading
• Ability to provide high-quality administrative support
• Has strong social skills and communicates well with team members (in two locations) and community members of diverse backgrounds.
• Is friendly, has a sense of humor, is service-oriented and likes to work within teams
• Has excellent judgment and maintains confidentiality
• Strong attention to detail and execution
• A strong work ethic and ability to effectively handle multiple duties
• Familiarity with the nonprofit sector

Qualifications
• High level of comfort and experience with technology; particularly strong experience with Microsoft Office (Word, Excel, PowerPoint) and use of databases
• Willingness to occasionally travel between the Elgin and Chicago offices
• Willingness to work occasional evenings in Elgin
• Strong oral communication skills

Compensation and Benefits
Annual salary range of $40K-$50K based on skills and qualifications. Benefits include health, dental and life insurance; a 401(K) plan with employer matching contribution; and paid vacation and holidays.

Grand Victoria Foundation actively invites a diversity of candidates regardless of race, gender, sexual orientation, age, ability or religion.

To apply, please submit a cover letter and resume to resume@grandvictoriafdn.org.