

# PROGRAM ASSISTANT

## Atlanta Civic Site

Location: Atlanta, GA

Group: Atlanta Civic Site

Unit: Civic Sites and Community Change

## POSITION SUMMARY

The program assistant is a full-time, time-limited (one-year) and entry-level position, working with Casey staff and external partners to develop, track, assess, report and share the work of grantees. The program assistant helps promote policy and practice improvements that benefit residents, businesses and neighborhoods within Atlanta's southside. This position reports to the director of Atlanta Civic Site and the senior associate overseeing economic opportunity and works with other Atlanta Civic Site staff overseeing various program areas.

## RESPONSIBILITIES

Responsibilities and activities may vary across program areas but generally include program design, coordination, reporting, research, analysis and support.

- Serve as project manager for Casey's Economic Opportunity portfolio work by identifying, managing and tracking tasks, partnership and grantee relationships
- Act as project manager for new youth-centered initiatives and the Changing the Odds network, including providing project updates, coordinating activities and managing the budget
- Manage the Community Investment Fund (CIF), including supporting a resident-led advisory board throughout the annual grant-making process, as well as assisting applicants, reviewing proposals and conducting site visits
- Research policies, coordinate listening sessions and schedule strategy meetings to support economic opportunities initiatives outlined in the ACS Strategic Plan
- Provide technical assistance to grantees, including coordinating and vetting grant applications and reporting processes, ensuring that grant-making guidelines are consistent with the annual budgets and strategic priorities
- Support strategies that inform organizing efforts led by youth and young adults
- Develop interim reports/presentations to track ACS investments in entities and consultants, scope of work and strategies led by people of color

- Coordinate grantee and stakeholder meetings by supporting agenda designs, communicating with partners and managing logistics when needed
- Support annual budget preparation activities
- Support the preparation and maintenance of letters of agreement, payment requests and program and expense reports for grantees and consultants related to programmatic work
- Maintain correspondence, respond to requests for materials and information, track and obtain resources and follow up on site visits and meetings
- Prepare oral and written summaries on projects and meetings, when requested, including the development of summaries of content and policy issues, strategies, literature, research, and/or data
- Draft PowerPoint slides and other presentation materials for internal and external audiences
- Manage vendor relations, ensuring contract compliance and billing accuracy in accordance with Casey's policies and procedures and all applicable laws
- Oversee the work of interns
- Work collaboratively with Casey colleagues, partners, stakeholders and grantees
- Establish and maintain relationships with key contacts, organizations and networks, and attend meetings as assigned.
- Exhibit sensitivity to and respect for diversity in personal, professional and business relationships on behalf of the Foundation, and seek to utilize the Foundation resources in an equitable manner
- Participate in conferences, seminars, webinars and other activities to stay current on relevant areas of practice
- Participate in Casey Foundation and Civic Sites and Community Change unit meetings, trainings and other gatherings and convenings
- Demonstrate awareness and appreciation of the Foundation's mission, values, standards, principles, and priorities, drawing on staff development resources, and other learning opportunities

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## QUALIFICATIONS

- Bachelor's degree in urban policy, planning, social work, community devevelopment or related field, with three to five years' experience preferred. Recent graduates from four-year colleges and universities, technical schools, and workforce development trianing programs will be given consideration
- Experience in the field of philanthropy, community developmoent, economic development, community organizing and corporate social responsibility work preferred but not required

## ESSENTIAL SKILLS AND ABILITIES

- **Equity and Inclusion:** Ability to work with people who have diverse perspectives and backgrounds to facilitate the strengthening of relationships to pursue shared interests and to facilitate effective group work. A commitment to racial and ethnic equity and to reducing racial and ethnic disparities. Interest and willingness to work effectively with diverse groups and residents of local communities, especially within Atlanta's southside
- **Communication:** Exceptional writing, public speaking and presentation skills, to preferably include presenting complex subject matter to nonexpert audiences and high-level decision-makers in a strengths-based and positive manner. Is a good listener
- **Planning/Organizing:** Strong administrative and organizational skills to implement and oversee multiple projects of varying complexity. Demonstrated ability to multitask and deliver quality work on time
- **Interpersonal Skills/Savvy:** Demonstrated ability to build and maintain relationships in the field and to engage co-investors. Flexible and open-minded. Receptive to feedback and can easily provide feedback to others. Relates well to all kinds of people inside and outside the Foundation; builds rapport as well as constructive and effective relationships; uses diplomacy and tact; can diffuse high-tension situations comfortably
- **Collaborative:** Proven ability to work effectively, both internally and externally and as part of a diverse interdisciplinary team
- **Project Management:** Establishes project goals, milestones, and procedures; defines roles and responsibilities, acquires project resources, coordinates projects throughout the Foundation, monitors project progress, manages multiple projects in various stages of development with minimal supervision; and conducts required follow-up. Demonstrates initiative and motivation

## TOOLS AND EQUIPMENT USED

Proficiency with Microsoft Office Suite required and a willingness to become proficient in Casey platforms, software and applications.

## **PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT**

This work is performed primarily in an office setting, with some evening work and overnight travel required

## **COMPENSATION**

This is a non-exempt position, meaning pay is on an hourly wage basis, with overtime eligible for time worked over 40 hours per week.