BELK FOUNDATION
Learn. Connect. Achieve.

POSITION OPENING

Title: Program Assistant
Reports to: Executive Director
Type: 30 hrs/week; Non-Exempt
Location: Charlotte, NC

Applications considered on a rolling basis

Position Summary

The role of the Program Assistant is to carry out the administrative, bookkeeping and grant management processes of the Foundation and to provide assistance to the Executive Director and Board Chair of this small-staffed, private family foundation office.

The major responsibilities include:

1. Support Executive Director and Board Chair administratively
2. Schedule meetings, record minutes and make appropriate logistical arrangements
3. Receive, review and sort all incoming correspondence; distribute external and internal mail efficiently and appropriately
4. Respond to telephone, mail, internet and e-mail requests with a customer-service orientation
5. Reconcile bank statements and process payroll, expenses and grant checks
6. Work with Foundation staff to administer grant application, review and evaluation process
7. Compile information and prepare notebooks and special reports for Board and Committee meetings
8. Oversee general logistics and coordination of office space; order and maintain office supplies

Behavioral and Personal Traits:

- Professional and courteous in interactions with the public, grantees, and Board members
- Promptness and accuracy in responding to information requests
- Common sense and good judgment
- A calm and caring personal style along with the ability to act as a unifying force who functions well in small staff environment
- Team player who is also able to work independently in this small-staffed office
- Understanding of importance and commitment to practicing confidentiality

Management Practices & Business Applications:

- Excellent written and verbal communication skills
- Strong initiative and problem solving skills
- Understanding of basic accounting
- High degree of detail-orientation and precision

Position Requirements:

- Bachelor's degree or equivalent combination of education and experience
- Knowledge and understanding of the nonprofit and philanthropic community, preferably as a paid staff member with at least two years' experience
- High proficiency in Microsoft Office, experience with database management and QuickBooks, and strong internet research skills

Application Instructions

Interested applicants must follow these instructions to be considered for this position:

1. Inquiries should be directed to personnel@belkfoundation.org with "Program Assistant – (Last Name, First Name)" in the subject line
2. No phone calls or faxes accepted
3. Applications will be considered on a rolling basis until position is filled
4. All inquiries should include a resume and cover letter with salary requirements

We offer a competitive salary commensurate with experience, as well as benefits including medical, retirement, paid vacation, sick leave, and holidays.