



Job Description

JOB TITLE: Program Associate

JOB STATUS: (To be Completed by HR)			
JOB CODE: TSF013	GRADE: N7	FLSA: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	DATE: 09/19/2017
SUPERVISOR: Director of Communications		DEPARTMENT: The SCAN Foundation	

JOB PURPOSE: A 1– 2 line sentence summary describing the primary purpose of the position.

Provides communications and administrative support to the Foundation by providing technical expertise to the communication team in order to maintain a high level of external engagement. Implements administrative procedures and policies. Works with confidential data and must work to maintain that information with the utmost care.

ESSENTIAL JOB FUNCTIONS: Using action verbs (i.e. coordinates, analyzes, etc.) list the job's key duties/responsibilities.

Creates, manages, and maintains all backend coding and content for TSF website and its associated analytics (creating text, designing and developing various graphics, managing layout of publications, uploading foundation publications and commissioned/supported work, etc.)

Develops, edits, and programs the Foundation bi-weekly e-blast and associated social media content.

Assists staff with creating and/or finalizing all Foundation publications and commissioned/supported work by managing internal editorial review and dissemination processes, including TSF Annual Report.

Develops and manages other communications tools such as webinars, surveys, communications presentations, staff PowerPoint review and editing, etc.

Develops content that supports communications-related measurement and progress for quarterly Board Book.

Provides administrative support as required by the team members, including but not limited to, answering telephones; maintaining calendars; coordinating travel arrangements, preparing and submitting expense reports; and screening and organizing mail and other communications.

Prepares, distributes, and uploads all necessary grant reports and documents from the team members, as directed.

Schedules, coordinates, and prepares for regular team meetings and other recurring or ad-hoc meetings. Responsibilities include agenda preparation, meeting material preparation and distribution, room set up, and general logistics to ensure a smooth participation experience.

Maintains customer confidence and protects operations by keeping information confidential.

Utilizes department desktop procedures, workflows, job aids and training material. Identifies barriers and brings to the attention of the supervisor/manager.

Other duties as assigned.

SUPERVISOR RESPONSIBILITIES: Indicate whether this position supervises or lead others as part of their duties.	
None <input type="checkbox"/> Lead Role (prioritizes assignments, provides assistance, schedules work, but does NOT directly supervise)	<input type="checkbox"/> Supervises/Manages Others (i.e. hires, performance reviews, corrective action, etc.) Span of Control:

(Continued)

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES: Specify the minimum education, experience and abilities required to effectively perform the essential functions/duties of the job.	
EDUCATION:	Required: Bachelor's Degree Preferred, if applicable: A comparable combination of education/experience and/or training will be considered equivalent to the education listed above. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CERTIFICATIONS OR LICENSES:	
RELATED EXPERIENCE:	3 – 5 Years
Specifications:	
PC SKILLS: (List all applications utilized and/or programming skills required.)	<input checked="" type="checkbox"/> PC Skills <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input type="checkbox"/> Visio <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> SQL <input type="checkbox"/> Access <input checked="" type="checkbox"/> Other: Drupal website content management system, InDesign, Adobe Suite (e.g., Photoshop), Constant Contact email marketing, webinar conferencing systems, infographic development products, video management, and other key computer software suites.
SKILLS/ABILITIES:	Full working knowledge and experience of internet research; web development, management, and analytics; social media platforms and analytics. Strong interpersonal skills, including excellent written and verbal communication skills; Strong organizational skills; Ability to multitask; and Ability to appropriately maintain confidentiality.

PHYSICAL REQUIREMENTS/TRAVEL: List any special physical requirements and/or travel necessary for the job.	
PHYSICAL REQUIREMENTS:	<input checked="" type="checkbox"/> Typical Office Physical Requirements (see ADA worksheet - Office) <input type="checkbox"/> Other than Office (complete the ADA worksheet for the position) <input type="checkbox"/> Tuberculosis Screening Needed
DRIVING:	<input checked="" type="checkbox"/> None to Rare <input type="checkbox"/> Occasional <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive - 50% or more of time <input type="checkbox"/> Requires proof of Valid Driver's License <input type="checkbox"/> Must maintain minimum State Liability Insurance <input type="checkbox"/> Must have access to a Vehicle
OUT OF TOWN TRAVEL:	<input checked="" type="checkbox"/> None to Rare <input type="checkbox"/> Occasional <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive

This company is an equal opportunity employer. All decisions are based only on the individual's qualifications/ability to perform the work. The above statements are intended to describe the essential functions, nature and level of work to be performed as of the document preparation date; they are not intended to be an exhaustive list of all duties and responsibilities. The company reserves the right to modify this job description at any time, without notice.