

# Program Assistant Volunteer, Scholarships & Grants

## Employer

The Paulding Education Foundation

## Location

Dallas, Georgia



## Volunteer Hours

Part time averaging 5-10 hours a week. Peak times in August, October, January, March, February & April

## Closing date

DEC 09, 2022

## Job Details

The Paulding Education Foundation leads and inspires philanthropy to increase student success both today and tomorrow. The Scholarships & Grants Assistant works to maintain and enhance the Foundation's grantmaking and scholarship processes and programs. This position reports to the Business Manager. As it relates to the classroom and specialty grants, this position is primarily responsible for initiating the grant application process, organizing the review committee, and ensuring the distribution of the funds and the follow up of grant fulfillment. As it relates to student scholarship program, this position is primarily responsible for processing student applications, organizing the scholarship review committee, supporting the administration of scholarship awards, communicating with university financial aid offices, partners, and Foundation staff. In addition, this position supports the grantmaking process, which includes general grants administration and backup support for grant agreement and payment processing.

### Essential Functions of the Position:

- Scholarship & Grant Processing
  - Maintain a thorough understanding of Foundation scholarship and grant programs
  - Support end-to-end processing of individual scholarship and grants programs, including:
    - Reviewing applications and managing award paperwork via multiple systems
    - Conduct data entry in a variety of portals and related databases, supporting projects to ensure data is accurately entered and managed
- Communications & Customer Service
  - Provide telephone, email, and text support for students throughout scholarship application, selection, and award processes
  - Provide high-quality customer service to scholarship and grantee partners, donors, and Foundation employees

**Qualifications:**

- Organized and detail-oriented with the ability to work on and appropriately prioritize multiple requests at the same time, performing each with high attention to detail and quality
- Excellent customer service skills, including the ability to interact with foundation board, donors, students, grantees, partners, etc.
- Flexible, resourceful, and proactive self-starter able to prioritize and manage multiple tasks and competing priorities
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint, and Word

This position will sometimes operate remotely and sometimes work from the Foundation office.

**To Apply:**

To submit an application for this position, send your resume via email to [pauldingedufoundation@gmail.com](mailto:pauldingedufoundation@gmail.com) with the subject line "Program Assistant Volunteer, Scholarships & Grants".

*The Paulding Education Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*The Paulding Education Foundation values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our community.*