



Job Description

Program Assistant

Reports to: Program Coordinator
Status: Regular Full-time (40 hours), Hourly, Non-Exempt
Location: Anchorage, Alaska
Compensation: Hourly DOE, Health, Dental, Life, Short Term and Long-Term Insurance package, and 4% 401K match program.

JOB SUMMARY

The Program Assistant position is responsible for providing office and administrative support for The Aleut Foundation's programs. This position assists the Program Coordinator in supporting a variety of educational and cultural funding programs, including but not limited to; scholarships, vocational training, travel scholarships, and culture camps.

PRIMARY RESPONSIBILITIES

- Embrace the mission of The Aleut Foundation.
- Responsible for essential tasks relating to The Aleut Foundation's programs as directed by the Program Coordinator and in accordance with The Aleut Foundation's policies and procedures for each program.
- Responsible for uploading incoming student documents to online applications and maintaining corresponding recordkeeping.
- Responsible for reviewing applicant documentation, ensuring eligibility and correctness, and relaying pertinent information to applicants.
- Provide information to the Program Coordinator.
- Prepare communications to students, including award letters, funding notices, bulk emails, etc.
- Maintain an accurate and organized file system (physical and digital documents).
- Prepare reports for the Program Coordinator.
- Respond to questions and requests for information from scholarship (and other program) recipients as directed by the Program Coordinator.
- Answer incoming calls, greet and assist visitors, and administrative support as requested by the Program Coordinator.
- Other duties and projects as assigned.

ATTRIBUTES

- Honesty and integrity
- Respect
- Accountability
- Perseverance
- Cultural awareness and sensitivity
- Outstanding work ethic
- Initiative

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills.
- Excellent customer services skills.
- A high degree of attention to detail, accuracy, and organization.
- Ability to handle and maintain confidential documents and information.
- Demonstrated ability to multi-task and accomplish tasks in a timely manner.
- Ability to utilize and navigate the online application system used to process applications.
- Maintain a professional appearance in grooming and dress, as well as a friendly, professional demeanor.
- Proficient in Word, Excel, Outlook, and Power Point.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Two (2) years of working in an office setting or any combination of experience, education, and training in a related field of work
- Must possess and maintain a current Alaska driver's license

PHYSICAL DEMANDS

- General office demands.
- Must have ability to maintain assigned work hours.