

Program Assistant

Colorado Department of Higher Education

POSTING DATE: September 24, 2020

CLOSING DATE: October 8, 2020

COMPENSATION: \$37,000/annually

\$17.79/hourly

FLSA Non-Exempt

DESCRIPTION OF JOB:

The Program Assistant is an essential member of the Colorado Opportunity Scholarship Initiative (COSI) Technical Assistance Team, serving as the first point of contact with grantees and grant seekers and supporting team members through administrative, technical and communication expertise.

The work includes responding to inquiries, meeting with potential grantees and partners, following up on communications and convenings, acting as project manager for essential cycles of grant making and reporting, undertaking due diligence and analysis for potential grants, refining and tracking metrics for grant reporting and program evaluation, developing material for the website and external communications, and working with other COSI staff, partners, and grantees.

Essential Duties & Responsibilities

- Receive, review, and screen proposals, inquiries and submissions
- Prepare and process grant agreements and grant payments
- Support in all aspects of the advisory board meetings. Organize advisory board meetings, prepare board meeting documents, support with board presentation materials and meeting minutes.
- Support Technical Assistance Team and grantees, and act as project lead, for end-of year reporting
- Serve as project lead for all COSI grantee events.
- Manage the COSI website Prepare of all COSI external communications such as the monthly newsletter, media releases and social media. Database support, including data entry, reporting and quality control
- Management of the COSI application portal and internal and external customer support for COSI applicants and grantees.
- Develops workflow documents and spreadsheets to help the Technical Assistance Team manage multiple projects.
- Administer and manage \$1million of GEER funding from the Governor's office
- Manage a caseload of grantees, serving as the first point of contact and supporting grantee in all aspects of grant management.

Team Support

- Serves as project lead for annual reporting, the grant process (application, agreement, and awarding), and post award activity to ensure team is meeting deadlines and following procedures.
- Supports all COSI program staff with scheduling, meeting planning, logistics, travel, expense management and materials management (printing, copying, etc.)
- Provides internal technology support, including support for ZOOM meetings, webinars, use of LCD projectors and tele-conferencing/video equipment, and other software programs, as needed
- Prepares advanced word processing, spreadsheet, and presentation documents as assigned
- Works to triage COSI inquiries and direct grant seeking phone calls to appropriate Technical Assistance Team member.
- Meeting support including logistics (planning, scheduling, set-up, note-taking) and technical support.
- Represents COSI in its interaction with education colleagues, nonprofit organizations, public officials, and the general public at various activities and meetings.
- Perform other duties as requested

Working Conditions:

In office preferably five days a week, 40 hours per week

Works in normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers.

This position also requires occasional reimbursed travel around the state - on average approximately 2-3 days in July or August to our annual symposium, and support for fall regional meetings.

This position is part of a small technical assistance team of staff who manage grant activities and support programs funded by COSI. As such, the Program Assistant works closely with other team members and routinely shares and coordinates activities with other staff members

REQUIRED QUALIFICATIONS:

Education

- Associates degree or a high school education plus a career focused on administrative work for at least four years, with increasing responsibility over time, and an emphasis on database and tech support
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Skills & Abilities

- Competency in the use of technology - computers, Office software, database and proficiency in common office software, including Outlook, Word, Excel, etc.
- Ability to travel by car within Colorado for site visits (will involve overnight travel) and appropriate meetings

- Ability to learn and become proficient in grants management software including the ability to support others in the office in the use of this software; generate reports; upload content and trouble shoot problems with grantees
- Knowledge and ability to learn how to update websites including uploading material, developing a schedule for website content change, connecting with staff to receive new information
- Excellent organizational skills—needs attention to detail and accuracy
- Excellent interpersonal skills and ability to build relationships with stakeholders, including staff, board members, external partners, and grantees
- Excellent communication skills—presents ideas, reports and educational materials to Board, staff, consultants, community representatives, and the public
- Customer-service orientation including making guests feel welcome, answering the phone, and presenting the State in the best light possible
- Analytical skills—investigates and problem-solves a broad range of issues
- Ability to think creatively and strategically about the broad goals of the program while remaining focused on the detail-oriented work and follow-through required by this position
- Ability to meet deadlines, manage multiple tasks, and adjust to changing priorities; effective time management skills with demonstrated ability to manage a diverse and demanding workload Willingness to take on new challenges and learn new skills as needed to perform duties in an efficient manner
- Ability to exercise good judgment and solicit help when needed
- Commitment to being a positive, enthusiastic and collaborative member of a small, cross-functional team
- Proven ability to prioritize workload requests from multiple staff members
- Ability to demonstrate appropriate patience and humility in the grantee/grantor relationship
- Comfort with ambiguity and willingness to be flexible and adaptable to changes in the program’s grant-making
- Sensitivity to local community and nonprofit issues/needs while fulfilling day-to-day program and grant-making duties
- Ability to maintain confidentiality of all work products and discussions related to the program

PREFERRED QUALIFICATIONS:

- Three years of experience working for a nonprofit, state agency or equivalent
- Familiarity with Colorado communities and rural issues

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
 Attention: Human Resources
 1560 Broadway, Suite 1600
 Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.