# Program Assistant

## Leeway Foundation | Philadelphia, Pennsylvania

POSTED MARCH 28, 2014

## Background

The Leeway Foundation, a Philadelphia-based independent foundation that supports individual women and trans artists and cultural producers working in communities at the intersection of art, culture, and social change, seeks an enthusiastic Program Assistant with excellent administrative skills and a great attention to detail.

**Organizational Mission**

The Leeway Foundation supports women and trans artists and cultural producers working in communities at the intersection of art, culture, and social change. Through our grantmaking and other programs we promote artistic expression that amplifies the voices of those on the margins, promotes sustainable and healthy communities, and works in the service of movements for economic and social justice.

## Job Summary

The Program Assistant supports the Foundation’s operations in alignment with organizational and program needs, and assists with maintaining grant-related information and office systems. The Program Assistant reports to the Executive Director and collaborates with other staff and board as appropriate.

This position is 40 hours per week on average. May work more hours around events, deadlines, and panel meetings, including some evenings and weekends.

## Reports To

Executive Director

## Responsibilities

##### **SPECIFIC/KEY RESPONSIBILITIES**

Administration

* Direct incoming phone calls
* Distribute mail and manage general email account
* Liaise with building management, housekeeping and facilities staff, and on-site repair/vendors
* Maintain community and conference room reservations and calendar
* Maintain and update paper and electronic filing systems
* Support production and distribution of materials and mailings
* Data entry including foundation’s database, creating and updating manual spreadsheets
* Maintain office equipment and supplies
* Support bookkeeping/financial processes

Program

* Grants administration, which may include:
  + Application processing
  + Production and distribution of panel materials
  + Coordinating logistical details for panel meetings, events, workshops, etc.
  + Generating database reports
  + Participation in staff grant review sessions
* Staff special events
* Coordinate room set-up and preparation for events

## Qualifications

##### **QUALIFICATIONS**

Abilities

* Communicate well across cultures and relate effectively to a diverse group of people, including applicants
* Approach work with enthusiasm, cooperation, a good sense of humor and a willingness to learn and be open to new ideas
* Pay close attention to detail and be well-organized
* Develop creative solutions and solve problems effectively
* Work within a team as well as indepently, multi-task, and meet deadlines under pressure
* Express interest in the Foundation’s mission

Key Skills and Experience

* Four years of high school or equivalent; with training beyond high school preferred
* Two or more years in a professional office environment; experience working in a nonprofit, arts or social justice organization
* English proficiency required, proficiency in a second language desirable
* Computer literacy including Mac products; proficiency in Microsoft Office Suite and experience with word processing and spreadsheets
* Knowledge of database software (e.g., FileMaker Pro or MS Access) preferred
* Experience with social media and web-based tools a plus