



### **Job Opening: Program Assistant**

The Vista Hermosa Foundation seeks a Program Assistant to support the management of a portfolio of international grants which contribute to holistic community development. This full-time position is located in Pasco, WA and reports to the Programs Director.

Vista Hermosa is a family foundation, established by Ralph and Cheryl Broetje in 1990 to invest in the growth of flourishing communities. Informed by teachings of servant leadership, healing centered engagement and empowered worldview, we take a holistic approach to understanding and reconciling people's connections to self, others, God and place (shalom). We accompany very marginalized groups of people to discover who they are, find their voice, and be the solutions to their own wellbeing and development. We currently fund partners in Mexico, Haiti, India and East Africa as well as the US.

The Program Assistant has three primary areas of responsibility: program support, operations, and grants management. The individual who fills this role should be committed to the foundation's mission, a strong team player, detail-oriented, flexible, and willing to take on new projects and responsibilities as needed.

The Program Assistant will work with a small, collaborative team to:

- Administer, monitor and track grants, prepare grant agreements and reports
- Assist with meeting logistics (both virtual and in-person)
- Assist with international site visit logistics
- Maintain frequent communications with grant partners
- Provide a high level of customer service for existing and prospective grant partners
- Assist in tracking program budgets

We're looking for candidates who have:

- At least 2 years of professional experience in administrative positions
- Willingness to learn, grow and serve
- The ability to track multiple projects simultaneously
- Strong computer skills, including knowledge of Microsoft Office 365 Suite, Sharepoint and Teams
- Strong interpersonal and communication skills (written and oral)
- Fluency in English required; Spanish bilingual preferred
- A team-oriented attitude with the ability to be a self-starter
- Experience working across cultures and/or working internationally is a plus

#### **Salary and benefits**

Vista Hermosa Foundation offers a competitive salary, paid time off and sick leave, medical insurance, and 401k plan (after one year of service).

Vista Hermosa is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The position is open until filled.

To apply for this position, please send a cover letter and resume to:

Susan Dobkins, Programs Director | [susand@vhfoundation.org](mailto:susand@vhfoundation.org) | 3525 East A Street, Pasco, WA 99301

*Our Mission: To Serve, Encourage and Educate Children and the Underserved  
In their Spiritual, Community and Human Development*