***Rural Community Assistance Corporation***

**Job Description**

***Program Assistant***

**Classification:** *Grade D* **Department:** *Executive Services*

**Status:** *Non-Exempt* **Supervisor:** *Chief Executive Officer*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Executive Services**

Executive Services supports the Chief Executive Officer (CEO) in all areas related to achieving RCAC’s major goals and objectives serving rural and indigenous communities and organizations across its region. The CEO reports to the Board of Directors. Executive Services includes the Executive Assistant and Program Assistant who staff and work closely with the CEO. Coordinating and supporting the CEO’s workflow, while communicating professionally with a variety of RCAC internal staff and external partners, is a critical component of Executive Services. The Executive Assistant manages scheduling for the CEO and coordinates board communication, meetings and travel, in collaboration with the Program Assistant.

**Position Description**

The Program Assistant is expected to support the CEO as directed in producing quality work product, effective and timely correspondence and work with the CEO and the Executive Assistant to plan and coordinate schedules and workflow. The Program Assistant will be responsible for special projects, reports, presentations, analysis, research, staffing the CEO and taking notes at numerous meetings while facilitating follow up activities.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation. Responsibilities and duties include, but are not limited to:**

* Read and understand a wide range of programmatic and operational requests for proposals
* Facilitate and coordinate CEO review and input for grant and capital investment proposals
* Assist the CEO in maintaining and organizing pertinent documents, and files
* Edit, prepare, format, and package presentations, flow charts, spreadsheets, research, work plans, job descriptions; and compile research and data for presentations and Board reports
* Collaborate with Senior Leadership Team on special projects, as directed by the CEO
* Research and gain an in-depth understanding of rural trends, potential collaborations and

opportunities for RCAC

* Coordinate, plan, develop, review and write reports and programmatic strategy

documents

* In coordination with other departments, plan and participate in planning activities for

RCAC internal and external meetings and convenings

* Prepare flow charts, spreadsheets, work plans, and other documents, as needed
* Compile research and data
* Manage tasks and resources effectively, timely and efficiently
* Support CEO interactions and relationships with existing and prospective RCAC Board,

communities and partners

* Interact with a diverse range of professionals, community members, funders and

government entities

* Perform other duties as assigned

**Skills and Qualifications**

* Excellent written and verbal communication skills
* Ability to proofread and edit documents
* Proficiency with Microsoft Office applications including Word, Excel, Outlook
* Understanding of rural and indigenous community development, affordable housing and/or Community Development Financial Institutions (CDFI)
* Work with minimum supervision and effectively prioritize multiple tasks
* Follow detailed instructions
* Troubleshoot and problem solve
* Organize and prioritize work to meet established timelines and deadlines
* Work individually and as part of a team
* Ability to understand and communicate RCAC’s vision for the future

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to manipulate; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position may require light (up to one to five days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may be:

Experience:

A strong writing background is required. Experience working in a fast-paced environment with multiple priorities. A minimum of five years of applicable experience in nonprofit, CDFI or public corporations is preferred.

Preferred Education:

Bachelor’s degree (additional qualifying experience may be substituted)

**Special Requirements**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.