

## NEW ECONOMY INITIATIVE (NEI) PROGRAM ASSISTANT

The New Economy Initiative (NEI) Program Assistance provides a full range of administrative support to the Director and staff of the New Economy Initiative program. This position is central to the flow of key information between the NEI director, NEI program staff, internal departments of the Community Foundation for Southeast Michigan, as well as NEI stakeholders, funders, and existing and prospective grantees. This position is funded through 2021.

### RESPONSIBILITIES INCLUDE

- Coordinate flow of paper and electronic files between NEI staff, Finance Department, and the vice president, Program (invoices, grant payment approvals, etc.)
- Assist with the management of staff calendars, including scheduling/coordinating meetings
- Assist with the preparation of correspondence from key program staff (such as grant extension approvals, announcements of special grantmaking programs, etc.)
- Assist with planning, coordination and set up of NEI related stakeholder and grantee meetings
- Assist with applying for proposals and filing progress updates with NEI funders using various grant application systems
- Assist with data entry of grantee metric and contractor data in NEI Grant Progress Network system.
- Track reoccurring deadlines across staff; work collaboratively with staff across Foundation
- Prepare and assemble materials and reports for committee meetings, special project activities, and provide occasional planning and coordination of events and meetings
- Receive guests, answer the telephone; organize and schedule meetings and conference calls for key NEI staff
- Handle routine internal and external inquiries by screening calls, answering questions and redirecting, as necessary, to appropriate personnel.
- Handle confidential and sensitive information with tact and diplomacy
- Assist with proofing/copying/printing of materials for meetings related to grant reviews, proposals, special projects or other key functions of program staff
- Prepare all materials for staff schedules including meeting materials, itineraries, travel arrangements, correspondence and other information as required
- Provide support for the archiving activities of NEI
- Perform other duties as assigned.

### QUALIFICATIONS

- Associates degree required, with bachelor's degree preferred
- Two to four years of work experience with preference to those with office management or professional administrative support experience
- Strong organizational skills
- Demonstrated oral and written communication skills
- Ability to handle confidential information in professional manner; requiring judgment and discretion
- Working knowledge of nonprofit organizations, a plus

- Working knowledge of standard office equipment and computer software applications including Word, Outlook, Excel, Power Point and other software as required. Experience working with database management software preferred
- Ability to respond sensitively and patiently to internal and external inquiries in a timely manner and the ability to handle sensitive information and maintain confidences

**TO APPLY**

Send your cover letter, resume and salary requirements to Nancy Davies, human resources officer at: [careeropportunities@cfsem.org](mailto:careeropportunities@cfsem.org).