Program Assistant

The Mississippi Alliance of Nonprofits and Philanthropy

REPORTS TO: Chief Program Officer
AS OF: 2/01/2023
CLASSIFICATION: Full Time
FLSA STATUS: Exempt

Major Function
The Program Assistant will provide a wide range of administrative and logistical support to the Alliance’s program team, to include assistance in the planning and management of the training and capacity building unit, membership, and the Policy Unit.

Essential Job Functions
Training and Capacity Building
• Manage and maintain the in-house training facility and develop working knowledge of equipment, software and applications used for virtual and remote trainings and meetings.
• Provide logistical support during various training programs, workshops, webinars, and events.
• Manage the training and conference room calendars by reserving rooms and equipment for trainings, workshops, presentations, and in-office meetings.
• Collect and maintain attendance data and distribute follow-up surveys to training and workshop participants to gather information and data needed to help improve program effectiveness.
• Become proficient with the Foundation Directory Online project to train users on how to access and use the system for grant research.

Policy Unit
• Assist Policy Director with scheduling and coordination of Affinity Group meetings, to include sending out meeting agendas, monitoring attendance and other logistical needs.
• Work on special projects as needed, e.g., Endow MS, by assisting with program and donor reports.

Membership
• Develop and maintain a strong working knowledge of the Alliance database to assist in updating and maintaining accurate records related to member-based reports for staff.
• Assist the membership associate in distributing monthly renewal letters and other membership related communications.
Administrative Duties

- Assist with posting training and meeting announcements to social media and website.
- Respond to requests for information and/or forward messages to appropriate staff.
- Assist in the planning and managing of Alliance events.
- Work with program team members to coordinate administrative needs.
- Support the Chief Program Officer with coordinating calendars, scheduling appointments, and coordinating meetings and other activities.

Education/Experience

- Associate degree required; Bachelor’s degree preferred, with a minimum of three years prior office and/or administrative experience.
- Familiarity with the nonprofit and/or philanthropic sector desired but not required.
- Some knowledge of the legislative process a plus.

Essential Skills

- Extensive knowledge of Microsoft Office Suite products (Outlook, Word, Excel, and Power Point)

Essential Requirements & Experience

- Ability to learn new software, including meeting platforms and database management systems.
- Ability to be flexible while displaying professionalism and calmness in dealing with administrative issues and inquiries as they arise.
- Ability to handle confidential information with discretion.
- Ability to work independently and with a team.
- Develop a solid understanding of The Alliance’s core values and purpose and act as an ambassador for The Alliance.
- Commitment to working in and having a diverse, equitable and inclusive organization
- Excellent organizational skills and ability to prioritize and manage multiple projects simultaneously.
- Exceptional written and oral communication skills.
- Detail-oriented with strong critical thinking and creative problem-solving skills.

How To Apply

Interested candidates should apply at www.indeed.com Keyword(s) Mississippi Alliance for Nonprofits and Philanthropy, program assistant.

About The Alliance

*The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.*