



Job Title: Program Associate

Position: Part-Time/Hourly, 15-20 hours/week at \$15/hour (Shifts will be Monday- Friday during normal business hours). Some evenings or weekends required

Report to: Program Director

Primary Purpose: To assist the Program Director in the coordination and delivery of FUN for each and every recipient.

Mission: We send women and families LIVING with breast cancer on special vacations, relaxing spa days, concerts and other FUN-ONLY activities.

Core Values:

- F- Fun focused & flexible
- U- Urgency in response
- N- Nominate all now!
- N- No rules
- O- Open, inclusive and inviting to all
- W- We give first
- !- Bold in GIVING and GETTING

Role Description:

The Program Associate provides support to the Program Director in key areas of KWF programming including nominations, data input and tracking, email communications, gift deliveries, and other areas as needed. The Program Associate works closely with another associate and many key volunteers.

Please note that this role will have crossover with various departments including Operations, Development, and Marketing.

This role is a part-time position but could lead to a full time position in the future.

Responsibilities

- Inputs data into Salesforce
- Assists with tracking data in Salesforce
- Create reports in Salesforce as needed
- Tracks data for donors and manages mailing lists
- Attends Giving Committee meetings
- Assists PM with follow up calls and emails
- Communicates with recipients, nominators and volunteers throughout the nomination and gift delivery process

- Step in to assist leading programming when the Program Director is out of the office

Necessary Skills

- Must be proficient in Salesforce, Microsoft Word, and Excel
- Must be fully committed to our FUN NOW mission
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through
- Coachability: Being receptive to feedback, willing to learn, embracing continuous improvement
- Planning and Organizing: proactively planning, establishing priorities and allocating resources
- Information collection and management
- Problem Solving
- Attention to detail
- Confidentiality

Please submit resume and cover letter to info@karenwellingtonfoundation.org