

**KANSAS HEALTH FOUNDATION  
Job Description**

**JOB TITLE:** Program Assistant

**EMPLOYEE CLASSIFICATION:** Non-exempt

**POSITION CLASSIFICATION:** Administrative

**REPORTING RELATIONSHIP:** Director of Strategic Learning and Grants Administration

**JOB SUMMARY:** The program assistant provides day-to-day assistance and administrative support for members of the Kansas Health Foundation's (KHF) program department and works collaboratively with staff, grantees and stakeholders to enhance the effectiveness of funding initiatives designed to achieve KHF's mission <https://kansashealth.org/>. The program assistant greets guests to KHF and answers phone calls that come into the main line.

**REQUIRED QUALIFICATIONS:**

- High school diploma
- Minimum of three years professional administrative support experience
- History of successfully managing administrative projects; effectively prioritizing and completing multiple competing tasks
- Proficiency using Microsoft suite of applications (Word, Outlook, Excel) and excellent data entry skills; learns new software/systems quickly
- Experience providing administrative support to multiple staff, including events and travel
- Skilled in drafting, proof-reading and editing written materials
- Experience managing multi-line phone calls and greeting visitors

**PREFERRED QUALIFICATIONS:**

- Undergraduate degree in business or other relevant discipline
- Familiarity with not-for-profit operations
- Familiarity with Salesforce
- Familiarity with grants management systems

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Provides administrative support for the program department staff, including assistance with reports and correspondence, meeting preparation and follow-up, invoice processing and expense reporting and maintaining file systems.
- Manages program department staff calendars, schedules internal/external meetings, events, webinars and conference calls; secures meeting locations and coordinates related materials/audio visual
- Assists with travel arrangements for and events hosted by program department staff
- Assists in the management of grants in database system
- Prepares electronic payment requests for grant and operating expenses for the program department staff and performs electronic grant filing
- Supports developmental and implementation activities related to funding initiatives consistent with strategic plan by actively participating in program-related meetings and developing agendas and minutes
- Conducts research and drafts summary memos; collects and disseminates data for program department staff as requested
- Participates in relevant professional development opportunities
- Performs other duties as requested