



Job Title:	Program Associate – LaunchNW \$21 - \$25/hr (\$43,680 - \$52,000 annually)	Reports to:	Executive Director of LaunchNW
Department/Division:	LaunchNW Admin Support	Direct Reports:	None
Status:	Full Time - Nonexempt	Date:	December 2023

Mission:

To ignite generosity that transforms lives and communities.

Vision:

Vibrant and sustainable communities where every person has the opportunity to thrive.

Office Culture Statement:

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

We are passionate about serving our communities.

We trust and treat each other with honesty and respect.

We support, inspire and encourage each other.

We are accountable to ourselves and each other.

We respect our colleagues by being present and having direct and open communication.

We are intentional in our interactions.

We have a deep commitment to equity internally and throughout our region.

We celebrate our successes.

About Innovia Foundation:

Innovia Foundation ignites generosity that transforms lives and communities. We envision vibrant and sustainable communities, where every person has the opportunity to thrive. As the community foundation for Eastern Washington and North Idaho since 1974, we partner with people who want to make our part of the world better.

We believe that generosity is the most powerful source of positive change to achieve our shared goals and values. We partner with generous individuals, families, businesses and organizations to address our region's most pressing causes and greatest opportunities. We offer innovative products and giving solutions to catalyze greater impact and inspire donors to take a more active approach to philanthropy.

We thoughtfully collaborate with community leaders and stakeholders to build and strengthen relationships, so that our work is more reflective of and relevant to the priorities of our region.

We are committed to being present and engaged, learning about community needs and supporting community momentum. We work together to address and solve our region's problems, help those in need, identify and respond to our greatest opportunities, and leave a lasting impact.

Each year, Innovia invests nearly \$10 million into our communities through grants and scholarships.

We welcome you on this journey to improve people's lives and make our world a better place!

Visit www.innovia.org to learn more about Innovia Foundation.

LaunchNW

LaunchNW is an initiative of Innovia Foundation that challenges our community to come together to ensure every child has the opportunity and support to access their post-high school education or career of choice and meet their full potential.

With a promise scholarship as an incentive, LaunchNW is working with community partners to collaboratively engage and provide wraparound supports for students and families. Built on principles of collective impact, community capacity-building, and shared governance, LaunchNW is uniting businesses, educational entities, nonprofits, government and communities behind this vision and expectation. Examples of current initiatives include a collaborative mentoring program for high school students, task forces working on pilot programs to support children and families,

A disruption to business as usual, LaunchNW is a transformational investment in the future of our region.

Position Summary:

As a member of both the LaunchNW and Innovia Foundation team, the **Program Associate – LaunchNW** will assist in the facilitation and support of LaunchNW implementation in Spokane and rural counties in the Innovia service region. The successful candidate will support the LaunchNW and Innovia team by scheduling meetings, managing projects using Asana, preparing presentations, writing and editing communications, managing contacts in Pardot, our Salesforce CRM.

Creating a team approach for sustainability is critical, and the **Program Associate - LaunchNW** will be an integral part of the team.

General LaunchNW Team Support:

- Support Innovia's Core Team by providing assistance with answering the main phone line and greeting guests as needed
- Manage various office checklists and filing systems
- Administrative support for the Executive Director of LaunchNW
 - Scheduling, presentation development, editing communications, meeting logistics and credit card reconciliations
- Daily database management

- SharePoint document storage maintenance, cleanup and organization
- Ongoing process improvement and evaluation with an emphasis on effectiveness and efficiency
- Support LaunchNW communications through Pardot within Salesforce system
- General support of strategic direction of the organization
- Providing exceptional customer service, both internally and externally

Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree from a four-year college or university

Skills and Abilities:

- Strong computer/technology skills
- Expert user in Excel and experience utilizing Microsoft Office Suite (Word, Outlook, PowerPoint)
- Strong interpersonal and relationship building skills, with customer service orientation to serve staff, board members, donors, vendors, grantees and other constituent groups
- Strong organizational skills that reflect ability to streamline, perform and prioritize multiple tasks with a critical eye for detail
- Excellent written and verbal communication skills
- Capable of high-quality performance and at meeting deadlines in a quick moving work environment
- Resourceful team player, with the ability to also be effective independently
- Excellent project management skills
- Good organization and documentation skills
- Ability to collect, interpret and report on data in consultation with Innovia staff
- Ability to identify and implement solutions for improvement
- Interest in becoming a Certified Salesforce Administrator and Certified Platform App Builder

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time
 - Walk
 - Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
 - Utilize verbal and written communication to exchange information
 - Clearly see 20+ feet, with or without corrective lenses and differentiate between colors
 - Occasionally stand, stoop, bend, kneel, crouch, reach, and twist
 - Climb stairs
 - Lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities:

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from management staff, clients, customers and the general public.
- **Mathematical Ability:** ability to work with mathematical concepts such as probability and statistical inference; ability to apply accounting principles.
- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems, when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- **Analytical:** synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Quality Management:** ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work, as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- **Reasoning Ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.
- **Dependability:** takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **Trainability:** be willing to be trained by salesforce to manage the workflow of the LaunchNW scholarship and be willing to troubleshoot problems that arise. In addition, be willing to share your knowledge of the system once trained.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

To apply, please send cover letter and resume to Lauren Autrey, CFOO, via at e-mail at lautrey@innovia.org or mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201.