

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Non Profit Coordinator

Worksite Name: 100+ Women Who Care at the Confluence

Supervisor Name: Courtney Kramer Supervisor Email: 100womenconfluence@gmail.com

## **Employment Levels**

<b>Entry Level</b>	<b>Intermediate Level</b>	<b>Skilled Level</b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level       Intermediate Level       Skilled Level

Describe the duties of this position.

We're looking for an energetic self-starter to coordinate the activities of 100+ Women Who Care at the Confluence. Our nonprofit organization is a giving circle that facilitates quarterly membership meetings at which three nonprofits or three female entrepreneurs present their nonprofit or business and "pitch" for funding, resulting in a \$10,000 grant to presenter who receives the most votes. Duties include scheduling interviews with potential presenters, managing the membership database, and supporting the organization's work through a variety of administrative tasks.

List the learning opportunities for this position.

Relationship management, database management, professional communication, professional scheduling and meeting preparation, public speaking, event coordination, nonprofit management, board relations. This includes nonprofit financial management, revenue and expenses.

What qualifications and skills are needed for this position?

Competence in Microsoft suite (Word, Excel, PowerPoint), as well as cloud-based file management, proficient written and verbal communication, good interpersonal skills and willingness to learn.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8<sup>th</sup> Avenue, Lewiston, Idaho, 83501.