



The Bernie Scholarship Awards Program, P.O. Box 2514, Rockville, Md. 20847

Title: Program Administrator (Part-time) (Remote Work)
Salary: \$15,000 annually (Part-time-- \$25 per hour/10-15 hours weekly)

The Bernie Scholarship Awards Program, the top-ranked scholarship program in the State of Maryland, is seeking a Program Administrator to support it as it enters its 30th year. The position reports to the President of the Volunteer board (hereafter referred to as the Board) and works with committee members assigned key roles and responsibilities. Additionally, the position works with the Greater Washington Community Foundation and the Bernie Scholarship Advisory Board.

Key responsibilities and accountabilities

- Oversight of the Board's work program, including attending monthly meetings and as-needed committee meetings. This includes following up on "to-do" lists, etc.
- Maintenance of Board roster, minutes committee assignments, and key governance documents
- Manages the database(s) associated with the scholarship program
- Manages website and email account, including responding to all inquiries and correspondence received
- Fundraising support including end-of-year solicitations, tracking gifts, soliciting new donors, acknowledging donations, and maintaining a Master Donor List.
- Promote The Bernie Scholarship Awards Program to the community through Board approved publications, public service announcements, etc.
- Communication with donors, scholarship recipients, and board members through written and verbal forms as well as through website and social media.
- Drafting in coordination with the Communications Committee and disseminating newsletters (this includes soliciting articles, posting on the website, and selective mailings)
- Assists with the scholarship application process, including preparation of the online portal, support to applicants in the completion process, and support as directed by the scholarship committee on applicant interview scheduling, screening, and finalist interviews
- Support committee in the development and delivery of the Annual Effectiveness Survey. This includes survey testing, dissemination, tracking responses, and reviewing draft documents.
- Assist with coordinating board-approved events including annual awards celebration reception, team building, etc. This includes room setup/break down, managing attendance lists, preparing certificates, etc.

Qualifications:

- Minimum of high school degree. Preference for associate's degree or higher.
- Proficiency with Microsoft Office, Excel, PowerPoint, OneDrive, Google Forms, Google Docs, and other applications to support program efficiency
- Excellent communication, efficiency with tasks, and ability to work with diverse populations
- Commitment to the importance of education to upward mobility
- Other agreed upon duties related to successful program administration

Send Resume and cover email to: berniescholarships@gmail.com

Potential sources to distribute job description –

Montgomery College, the Collaboration Council, WorkSource Montgomery, Jewish Council for the Aging (for potentially a retiree with desired skills).