

ST. DAVID'S FOUNDATION

JOB DESCRIPTION

JOB TITLE: **Community Affairs Scholarship Associate**

REPORTS TO: Community Affairs Scholarship Program Manager

JOB PURPOSE

The Community Affairs Scholarship Associate plays a key role in the execution of the highly visible St. David's Neal Kocurek Scholarship Program. The Scholarship Associate strengthens and maintains the Foundation's constituencies by building strong community relationships and strategic networks. The Scholarship Associate is responsible for student and volunteer cultivation and recruitment, coordination of the scholarship payment process, general scholarship program coordination, and event planning. The Scholarship Associate is also involved in supporting both the Toast of the Town and AgingWell programs.

RESPONSIBILITIES

St. David's Neal Kocurek (SDNK) Scholarship Program (80%)

1. Maintain public relations with students, schools, school districts, colleges, universities, St. David's HealthCare, vendors, and community organizations. Partner with the Scholarship Program Manager to establish strong relationships with representatives to ensure SDNK Scholarship program is well advertised.
2. Assist Scholarship Program Manager in planning and implementation of multiple events for the SDNK Scholarship program such as the annual SDNK Scholarship Awards Dinner, Winter and Summer Mentor Luncheons, Winter and Summer Scholar Social Events, Healthcare Up Close, Education and Leadership Conference, and the Graduation Reception.
3. Assist Scholarship Program Manager and Scholarship Retention Officer with scholarship payments.
 - Draft scholarship letters and create rosters to email each educational institution with student information.
 - Record special circumstances and deadlines.
 - Create and submit proper check requests and obtain proper approvals from designated personnel for transfer of funds to universities.
 - Maintain communication with students to collect information and documentation from those who request additional or special funding assistance throughout the year and ensure that proper documentation is submitted for necessary approvals.
4. Serve as an administrator for GradSnapp database and maintain proficiency with the database.
 - Assist in keeping accurate and current data in GradSnapp database, including distributing post-grad forms and graduation surveys. Update students' GradSnapp profiles to reflect degree(s) obtained, as needed.
 - Communicate with students to obtain required information each semester.

- Assist scholarship team in the review scholar check-ins each semester, including document submissions, to ensure scholars remain eligible for the scholarship.
 - Meet with students as necessary to provide resources, cultivate a supporting environment and provide assistance.
 - Follow-up with students regarding GradSnapp deadlines, resources, and check-in surveys. Organize notes, refine data for future analysis, and maintain all student updates.
 - Ensure data from over 600 scholars is current in GradSnapp.
 - Responsible for syncing GradSnapp and Raiser's Edge.
 - Maintain relationship with GradSnapp support team and reach out as necessary with regards to technical issues and updates. Develop processes to enhance student outreach and support through GradSnapp.
5. Draft content about the Kocurek Scholarship, program resources and events to share on social media including Instagram, LinkedIn, and Facebook.
 6. Run data analysis and create various reports of scholarship information as needed.
 7. Assist Scholarship Program Manager with daily scholarship tasks, including:
 - Responding to daily emails and voicemails in the SDNK inbox.
 - Contacting students, universities, constituents, and vendors.
 - Assist with ordering giftcards, giveaway items and/or awards for scholars and scholarship committee members.
 8. Work with Scholarship Manager to oversee all aspects of the application process, including:
 - Editing and reviewing the application each year before it is live.
 - Contacting counselors and community leaders to notify them of application and deadline.
 - Attending and scheduling meetings for internal and external committee trainings and overseeing administrative tasks such as preparing information packets, scoring sheets, agendas, and any other documents needed for training purposes.
 - Serving as an internal reviewer and a tie-breaker reviewer, as necessary
 - Review required documents to ensure all information listed on applications is correct; if any information is lacking or incorrect, the associate must follow-up with applicants.
 - Scheduling interviews with finalists.
 - Assist with conducting student interviews.
 - Once finalists are selected and ultimately awarded the scholarship, assist with onboarding process, attend and assist with scheduling welcome meetings with recipients, import student information into files and database, and ensure required documentation and information is submitted so that the student can start to receive scholarship funding.
 - Assist with meeting logistics, including ordering and organizing catering, set up and take down of meetings and/or scheduling virtual meetings through Zoom.
 9. Assist with the management of any Community Affairs interns, to include organization of tasks and efficient management of time.
 10. Manage administrative tasks for all programs and projects in a timely manner.

Toast of the Town – Annual Fundraiser (10%)

1. Assist with the proofreading of publications and marketing materials for Toast of the Town. Responsibilities include working with the Toast of the Town team members and contract marketing professional to provide information for all printed and web publications, including invitations, postcards, brochures, pamphlets, posters, signs and ads.
2. Contact and schedule students to speak at Toast of the Town events and Sponsorship Luncheons.
3. Attend and assist with Toast of the Town meetings and events as assigned.

AgingWell – Philanthropic Service Program for Older Adults (5%)

4. Attend and assist with AgingWell events.
5. Work with Community Affairs Program and Database Manager to identify and coordinate consistent volunteer opportunities for Kocurek Scholars to become more involved in the Central Texas community.

OTHER (5%)

1. Assist with the planning, implementation, and execution of the Foundation Holiday party.
2. Compose, edit, and distribute correspondence pertaining to Toast of the Town, St. David's Neal Kocurek Scholarship, and AgingWell programs.

SKILLS AND COMPETENCIES

3. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely, and professionally with internal and external audiences, including students, mentors, universities, community volunteers and leaders.
4. Strong relationship management skills, with the proven ability to work well with various personalities.
5. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
6. Demonstrated experience in working with sensitive information and ability to maintain confidentiality and sound judgment.
7. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
8. Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.

REQUIRED QUALIFICATIONS

1. Bachelor's degree, or equivalent experience.
2. Minimum of one year of office administration and/or project management experience.

3. Superior organizational, project management, time management and multi-tasking skills, with the ability to handle multiple priorities simultaneously.
4. Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
5. Computer proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
6. Willingness and ability to travel to multiple locations within Central Texas, including some nights and weekends.
7. Up to date with vaccinations against COVID-19 unless a reasonable accommodation is approved by the Foundation.

PREFERRED QUALIFICATIONS

1. Minimum of two years of office administration and/or project management experience.
2. Minimum of one year of experience in a nonprofit environment.
3. Experience or knowledge of financial aid and college/professional school admissions.
4. Demonstrated proficiency with databases.
5. Demonstrated community service involvement and leadership.
6. Bilingual in English and Spanish.