



AWARDS PROGRAM ASSISTANT

Employment Type: Temporary – May through August (approx. 14 weeks, regular office hours, hybrid work environment)

May: 30 hours per week, Monday through Thursday

June through August: 37.5 hours per week, Monday through Friday

Location: Calgary, Alberta (applicant must reside in Calgary and area and be eligible to work in Canada)

Salary: \$26.50 Per Hour

WHO WE ARE:

Since 1955, Calgary Foundation ("Foundation") has been nurturing a healthy, vibrant, giving, and caring community. As a community foundation made up of 51 staff members and 100+ committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

The Foundation is committed to equity for all people who face barriers due to any of the factors protected by human rights legislation. The Foundation is committed to Reconciliation in accordance with the recommendations of the 2015 National Truth and Reconciliation Report. Through learning, awareness raising, and skill building, we are committed to maintaining a culture where everyone can flourish. Our equity journey is intentional. Meaningful participation from all team members collaboratively and individually is expected.

Recognizing the power of education to change lives, Calgary Foundation provides financial support to help students achieve their goals through numerous scholarships, awards, and bursaries established by generous donors. Support is provided through over 200 Student Award Funds that provide over 500 awards annually at post-secondaries locally, provincially and across the country.

WHAT WE ARE LOOKING FOR:

The primary role of the Awards Program Assistant is to support the Student Awards team with processing award applications received through the Foundation's online award application software (Foundant). This process includes initial eligibility screening, preparing student records for import into FIMS (NPact's Foundation Information Management System software), creating overview reports in Microsoft Excel for each award process for selection committees, and participating in select application evaluation and recipient selection processes.

WHAT YOU WILL BE DOING:

- Gain familiarity with tools and resources, including Foundant training modules and Awards Program Procedure Processes.
- Assist the Student Awards team with screening each submitted application for eligibility and completeness based on award criteria.
- Prepare student records from online application software (Foundant), creating and organizing CSV and Excel workbook files for records import into the Scholarship Module in FIMS.
- For each award process, create Excel overview reports of eligible, short-listed award applicants.
- Participate in select application shortlisting, evaluation, and recipient selection processes.
- Take notes during selection committee meetings, when appropriate.
- Assist with preparing recipient application packages and filing documents electronically in SharePoint.
- Review Foundant application forms and processes and maximize utilization based on new software updates.
- Assist with specific student award promotions, such as compiling promotional contact information and online promotion locations.
- Assist with award season year-end report preparation.
- Other duties, as may be required from time to time.

WHAT YOU BRING:

Education, Skills, and Experience

- Current undergraduate diploma or degree post-secondary student.
- Microsoft Office Suite proficiency, with emphasis on Excel, Word, Outlook, and SharePoint.
- Confidence and ability in utilizing database management software and systems.
- Exemplary attention to detail, accuracy, and ability to maintain confidential and sensitive information.
- Excellent reading comprehension, assessment, critical thinking, and verbal and written communication skills.
- Ability to work independently and in a collaborative setting, with tight timelines.

WHY WORK AT CALGARY FOUNDATION:

You have a passion to build a healthy and vibrant community where everyone belongs. You thrive with challenging work and value a culture of collaboration, professionalism, and mutual respect.

HOW TO APPLY:

Interested candidates are invited to submit, via email, [a cover letter and resume combined in PDF format](#), by noon on Friday, March 27, 2026, to Tracy Maracle, Vice President, Governance & Human Resources, to email: careers@calgaryfoundation.org.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit www.calgaryfoundation.org.