



### **AWARDS PROGRAM ADMINISTRATOR**

**April/May through August**

**(approx. 16 to 17 Weeks – 37.5 hours per week, Monday through Friday, hybrid work environment)**

**Salary: \$23.70 Per Hour**

#### **WHO WE ARE:**

Since 1955, Calgary Foundation has been nurturing a healthy, vibrant, giving, and caring community. As a community foundation made up of 50 staff members and 80+ committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

As the city evolves, Calgary Foundation evolves with it. Our journey has taken us from a responsive grant maker to a proactive community builder, with the courage and commitment to explore complex, systemic societal challenges in our city.

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 Administrator 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 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 Manual.
- Following award application process deadlines, assist the Student Awards team with screening each 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 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 and oral 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.

Calgary Foundation is an equitable employer, and we encourage applications from members of groups who face historical and/or current barriers to equity. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

**HOW TO APPLY:**

Interested candidates are invited to submit, via email, a resume and cover letter in PDF format, by March 28, 2024, to, Tracy Maracle, Vice President, Governance & Human Resources to email: [careers@calgaryfoundation.org](mailto: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](http://www.calgaryfoundation.org).