

Employer Name: Walton Family Foundation
Position Title: K-12 Program Support Associate
Location: Jersey City, NJ
Industry: Non-Profit



Job Description:

The Selective Liberal Arts Consortium will hold its DC Recruiting Day in Washington, DC on Monday, January 6, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

The primary duty of the PSAs is to support smooth execution of the team's operations, budgeting, strategy, and grant making. Specific duties include:

Grants Management Support (60% of time)

- Assist program officers administratively - editing and strengthening grant write-ups, tracking grant letters and payments, and coordinating grantee reporting;
- Collaborate with the budget team to track grants that are in the pipeline, and follow up on payments and outstanding grantee reports;
- Act as liaison between K-12 team and home office administration for information and updated processes;

Operations (30% of time)

- Perform operational, technical, and analytical tasks to support the work of the K-12 program;
- Prepare documents, take minutes, and compile follow-up notes for key meetings;
- Coordinate events/meetings and professional development opportunities for team members;

Additional Duties (10% of time)

- Act as representative of the foundation to grantees and external partners;
- Special projects, as assigned.

Contact: Jamie Truman

Duration: Permanent

Job Function: Administration, Other

Employer Description:

The Walton Family Foundation is, at its core, a family-led foundation. The children and grandchildren of our founders, Sam and Helen Walton, lead the foundation and create access to opportunity for people and communities. The Foundation's giving is focused on three areas: improving K-12 education, protecting rivers and oceans and the communities they support, and investing in our home region of Northwest Arkansas and the Arkansas-Mississippi Delta. The Foundation also invests in areas of deep personal interest to individual family members. Headquartered in Bentonville, Arkansas, with offices in Washington, D.C., Jersey City, New Jersey and Denver, Colorado, approximately 110 staff conduct the day-to-day operations of the foundation. About the K-12 Education Program We believe children must have access to a high-quality education that works for them in order to have a lifetime of opportunity.

We:

- Support the growth of schools that transform the lives of children, especially those from low-income communities;
- Collaborate with schools of all kinds – public charter schools, district schools and private schools – on bold ideas for change;
- Support excellence in teaching by helping educators do their best for students; and
- Believe in the uniqueness of each child, school and community, and that there is no one-size-fits-all solution.

Allowed School Years: Senior, Alumni

Allowed Major(s): All majors allowed

Work Authorization: US work authorization is required