

**Program Associate – Part-time (20-30 hours per week)**

The Rockland Community Foundation is looking for a motivated Part Time Program Associate to assist and/or spear-head various tasks at the Foundation including scholarships, grant requests, social media posts and special events.

Key skill sets for this position include:

* Associates degree or higher required.
* Two or more years of relevant work experience preferred.
* High ethical standards, requiring honesty, integrity, respect and confidentiality.
* Strong computer skills, especially Microsoft Office products. Willingness to become proficient with database and scholarship software specifically designed for foundations.
* Excellent organizational and administrative skills as well as time management and project management
* Excellent written and verbal communication skills for substantial public contact with a diverse array of individuals.
* Excellent interpersonal skills with strong customer service
* High level of self-motivation and at ease working independently when necessary
* Organized, with exceptional attention to detail, and strong follow-through skills.
* Some accounting knowledge a plus.
* Ability to work flexible hours when required.
* Networking track-record in Rockland County and/or experience with a nonprofit org in Rockland County would be a plus.

This position is fully remote but would require in-person meetings on occasion. CANDIDATES MUST RESIDE WITHIN ROCKLAND COUNTY OR NORTHERN BERGEN as travel within the region will occur. The hourly salary range for this position is between $24 and $28/hr. commensurate with relevant experience.

The Rockland Community Foundation is an equal opportunity employer.

Interested? Email your cover letter and resume to [info@rocklandgives.org](file:///C%3A%5CUsers%5Cdotat%5CDownloads%5Cinfo%40rocklandgives.org)