

THE FORD FOUNDATION
320 EAST 43RD STREET
NEW YORK, NY 10017

POSITION ANNOUNCEMENT
Program Assistant – Local Hire
Mexico City, Mexico

The **FORD FOUNDATION** is an independent, nonprofit grant-making organization. For more than 75 years it has worked with visionary people on the frontlines of social change worldwide, guided by its mission to strengthen democratic values, reduce poverty and injustice, promote international cooperation, and advance human achievement. With headquarters in New York, the foundation has ten regional offices in Latin America, Africa, the Middle East, and Asia.

SUMMARY DESCRIPTION:

The Program Assistant provides support services that facilitate a wide range of office activities, providing administrative assistance to three Program Officers. S/he serves as intermediate point of contact for grantees on administrative matters relative to grant making and grant monitoring in accordance with established Foundation policies and procedures.

The Program Assistant's daily work is multifaceted, requiring competency in the following areas: organizing, planning, task management, computer and administrative skills. Specifically, s/he:

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- Acts as liaison with grantees, providing information on the procedures, guidelines and formats to process grants and reports.
- Prepares supporting materials and follows up on grant making and grant monitoring processes.
- Prepares reports lists, sends reminders to grantees, and follows up.
- Participates in grant administration team meetings.
- Acts as back-up for other Program Assistants.
- Generates statistical information as required.
- Maintains general filing updated.

The Program Assistant must have the ability to work across two regional offices with ease, being dedicated half of the time to the Mexico and Central America office, and the other half to the Andean Region.

REQUIRED QUALIFICATIONS:

Skills & Knowledge:

- Fluency in English (effective oral and written communication skills in Spanish and English).
- Strong management, organizational, administrative and planning skills.
- Strong inter-personal and team work skills, a helpful attitude, and evident desire to assist office staff or visitors and general public.
- Discretion in confidential matters.
- Detailed knowledge of and demonstrated proficiency in the use of computer applications, including Microsoft Word, Excel, PowerPoint, Outlook.
- Demonstrated proficiency in utilizing online information resources and data tools for information retrieval and data entry. Capacity to undertake Internet-based research.
- Strong ability to attend to detail.
- Good communication skills.

- Ability to balance a large number of tasks, set priorities and meets deadlines, anticipate problems and show initiative in solving them.
- Ability to work under pressure.
- Results and solution oriented.
- Knowledge of grant making requirements is a plus.

EDUCATION REQUIREMENTS:

- University degree (preferably administrative background)

PREFERRED QUALIFICATIONS:

- 2-3 years of work experience in similar positions

SALARY: Salary is based on experience and on the Foundation's commitment to internal equity. A generous benefits package is provided.

Equal employment opportunity and having a diverse staff are fundamental principles at The Ford Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.