



JOB ANNOUNCEMENT

Position Title: Scholarship Coordinator
Reports To: Director of Scholarships
Pay Grade D: \$44,000 - \$52,679 annual (\$21.15 - \$25.33 / hour)
Position Status: Hourly / Full Time
Posting Dates: Tuesday, October 12, 2021 - Friday, October 29, 2021

About KZCF:

KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social and economic justice. Learn more at kalfound.org.

Core Values:

Center Anti-Racism and Equity
Advance Racial Justice
Nurture Healing and Love
Cultivate Transformative
Serve the Greater Good
Learn and Grow
Embrace Joy

Position Summary:

Coordinates the administrative activities of the Kalamazoo Community Foundation's scholarship program, which includes 60+ distinct scholarship funds serving more than 200 scholars each year. Responsible for maintaining accurate scholarship records.

Essential Duties & Responsibilities:

Position Functions:

- Administrative Duties
 - Oversees and facilitates receipt of scholarship applications and attachments
 - Updates on-line scholarship application.
 - Maintains database for all scholarships
 - Creates and maintains cloud-based filing systems for scholarship applications in accordance with IRS regulations.
 - Coordinates scholarship activities and processes with the scholarship calendar.
 - Schedules students' interviews, as needed.
 - Schedules and coordinates Committee meetings.
 - Supports the Scholarship Manager(s) as needed.
 - Prepares timely, customized, accurate and complete applicant information and materials to all advisory committees.
 - Responsible for input of scholarship award information into database(s) and coordination of scholarship payment timeline with Finance.
 - Creates and/or updates annual reports as needed.
- Marketing and Outreach
 - Serves as the primary contact for calls and emails from applicants, parents, school counselors, advisory committee members and recipients.

- Works with Marketing Communications to make updates to online scholarship catalogue.
- Announces availability of scholarships to high schools, colleges, students, and families as needed.
- Assists with the coordination of scholarship events as needed.
- Performs other duties as assigned.

Diversity, Inclusion, Equity, and Anti-Racism:

- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Ability to confront personal, individual, and internal systemic bias with regards to race, age, gender, gender-identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities in relation to the work environment.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

Professionalism:

- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assumes responsibility for professional development.
- Embrace philosophy of one actively engaged in lifelong learning.
- Demonstrate and models Process documentation for clarity and consistency.
- Maintain current knowledge of all changes affecting area of work.
- Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
- Maintain appropriate professional appearance and confidentiality.

Engagement/Participation:

- Actively participate in meetings, committees, and cross-functional opportunities within the organization.
- Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
- Serve as a leader throughout the organization, facilitating conversations and supporting the engagement of others.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
- Demonstrate ability to work effectively with others.

Knowledge, Skills & Abilities:

- Experience working in a business-related field or office environment.
- Experience and comfort using a variety of computer technologies, especially database and spreadsheet programs.
- Attention to detail
- Must have well-developed writing, proofing, critical thinking, and oral communication skills.

- Must be able to work effectively in a team environment.
- Must have the ability to work independently and attend to multiple tasks
- Must be comfortable working with community members, fielding calls and emails

Location Requirements:

The Kalamazoo Community Foundation's employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Physical/Mental Requirements:

- While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
- Work in well-lit, pleasant, smoke-free office.
- Must be able to sit for long periods of time.
- Able to stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
- Involves frequent repetitive movement associated with extended periods of keyboarding.
- Frequently involves extended workdays and periodically involves irregular work hours.
- Occasional travel and/or overnight work schedules.
- Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
- Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to apply: Please send resume and cover letter to Darian@TheHRShop.com with the role you are applying for in the subject line.