



**Job Title:** Program Assistant

**Department:** Operations

**Location:** San Antonio, Texas

**Title of Supervisor:** Executive Director unless otherwise specified and communicated verbally and in writing to the Programs and Services Assistant from the Executive Director

**Industry:** Military not-for-profit organization (IRS Code 501c3)

**Pay Range:** \$15.50-\$20.50/hr (dependent on education and level of experience)

**Type of Employment:** Hourly

**FLSA Status:** Non-exempt

**Required Travel:** Minimal. As deemed appropriate to meet the mission of the Corporation.

**Physical and Mental Requirements:** The Program Assistant's physical and mental requirements include the ability to travel when required and complete the job description and requirements to support the Corporation's mission.

**General Overview of Programs and Services Assistant's Core Responsibilities:** The Program Assistant will be responsible for supporting the Corporation's staff in developing, enhancing and sustaining programs and services provided under the Corporation's mission.

### **Job Description:**

*The Green Beret Foundation provides unconventional resources to facilitate the special needs of our wounded, ill and injured and imparts unique support to the Special Forces community in order to strengthen readiness and uphold Green Beret traditions and values.*

The Program Assistant will be responsible for but not limited to:

- Book keeping and monthly account reconciliation with CPA.
- In house expert for donor database.
  - Maintaining donor database.
  - Providing training to staff on database.
  - Providing donor database reports.
- Producing donor thank you letters.
- Providing support for fundraisers and events.

- Organizing, identifying and tracking volunteers.
- Coordinating and supporting Board meetings.
- Supporting Executive Staff ensuring operations run efficiently and effectively.
- Developing and publishing monthly/quarterly newsletter.
- Managing social media for the organization.
- Maintaining Combined Federal Campaign.
- Supporting marketing initiatives.
- Supporting travel arrangements and expense reports.

### **Job Requirements:**

- Bachelor's degree or equivalent experience in business preferred.
- Knowledge Quick Books for Not-for-profits.
- Ability to work in ambiguous and remote work environments.
- Ability to prioritize.
- Ability to multi-task.
- Work autonomously with minimal management.
- Problem solver.
- High level of attention to detail.

### ***Other duties as assigned***

### **Definitions and key terms:**

**FLSA:** Fair Labor Standards Act

**Exempt vs non-exempt:** Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.

**Salaried Full-time:** Will work to meet and exceed the basic requirements of the position for a negotiated set annual salary. Not an hourly employee.

**Corporation:** Green Beret Foundation

**IRS Code 501c3:** IRS tax-exemption status. Organizations that have been granted 501c3 status by the IRS are tax-exempt from sales tax and certain employee taxes. 501c3 organizations are also tax-deductible to the donor.