



Bernie Scholarship Awards Program
P. O. Box 2514
Rockville, MD 20847

Program Administrator Part-Time Job Description
(15-50 hours per month, \$25/hour; work from home & at Board Meetings)

Board Members:

Diana Benson

Katherine Bosch

Delores Cole

Jacqueline Dennard

Tosha Dyson

Aziza El Bahja

Larry Eldridge

Lynn Feakes

Kimberly Hanson

Ana Hilton

Kellie Jackson

Tracee Goode Matthias

Dr. Rodney Redmond

Silvio Renzi

Nancy Scull

Cassandra Smith

Advisory Members:

Bruce Adams

Aubrey Alston

Shirley Brandman

Catherine Leggett

Paul McGuckian

Susan Messitte

George Payne

Ruby Rubens

Founding Members:

Jim Brodsky

Rev. Lon Dring

Barbara Heyman

Joyce Siegel

Bernie Tetreault

- Implement the adopted Work Program of the Board by following up with Board committees and their tasks.
- Send notices of Board meetings and agendas; prepare and send minutes to both Boards and work program updates to Board members.
- Lead year-end fundraising campaign--mail the solicitation letter, input new prospective names into mailing list, collect and input donations.
- Track and acknowledge gifts to The Bernie Fund at Greater Washington Community Foundation (GWCF); add new donors to mailing list. Go to P.O. Box in Rockville every two to four weeks to collect and handle the mail.
- Draft quarterly newsletters in coordination with Board members; gather relevant information for newsletter, social media and website.
- Coordinate applicant screening and selection process. Update and send out the online Application Form and schedule applicant interviews.
- Send award and regret letters to applicants.
- Track award recipients, enter data into database, coordinate the sending and tracking of the survey questionnaire for the Effective Study.
- Coordinate with Board and Advisory Board members the annual Awards Celebration event and reception, space, room set-up, food, etc.
- Keep both Boards' rosters up-to-date; send revised lists to all Board and Advisory Board members.
- Research grant opportunities; be a conduit among Board, GWCF and funding sources on inquiries related to grant applications/funding.

Skills needed: Microsoft Office, Excel, Google Forms, Google docs and other Google applications, posting documents in the Cloud.

Send resume and cover email to nancyscull@comcast.net