

Program Associate

Mat-Su Health Foundation in Wasilla, AK seeks a full-time Program Associate to provide back-end grant management for all Foundation grant and scholarship programs and to design electronic and office workflows for grant management. Reporting to the Program Officer, the Program Associate serves as the Foundation's liaison between grantees and program and finance staff while performing duties in accordance with the policies and procedures of Mat-Su Health Foundation and regulatory agency standards. A complete job description is available at www.matsuhealthfoundation.org. Annual salary range is \$35K to \$45K with benefits depending on experience.

Applicants must possess: Bachelor's degree in relevant field of study (health-related major, social sciences, information technology or administration) from an accredited college; minimum three years experience in an administrative capacity designing and implementing effective electronic and operational workflow processes and procedures; demonstrated expertise in Information Technology and database management applications; excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.

To apply, send cover letter, resume and three references by 9 a.m. August 9, 2010 to Don Zoerb at d.zoerb@msrhc.com.