



Grand Traverse Regional
COMMUNITY
FOUNDATION

Community Impact Scholarship Assistant Position Description

- **Status:** Part-time temporary - approximately 18 hours per week for 13 weeks
- **Duration:** Mid-February – mid-May 2026, with start and end dates flexible and to be mutually agreed upon
- **Compensation:** \$26 per hour, paid semi-monthly
- **Location:** Remote or hybrid at home and at our Traverse City office two days per week (Wednesdays & Thursdays)
- **Supervisor:** Vice President, Community Impact

The Grand Traverse Regional Community Foundation began in 1992 when a group of community champions came together to give back to our region then, now, and forever. This vision lives on within our organization today as we continue supporting a variety of community impact areas, including youth, arts and culture, education, environment, and health and human services. We do this by promoting giving, engaging in collaborative leadership, supporting nonprofit organizations through meaningful grants and local students through scholarships, and building endowments that make a lasting impact for generations to come. Our mission is to spark positive change by inspiring generosity, caring for resources, and supporting our communities, now and forever.

We are seeking a scholarship assistant to help manage the Community Foundation's scholarship process. The work includes maintaining contact with area schools, working with review committees, and coordinating award presentations. This position is an important part of our Community Impact team and will be integrated into internal meetings as appropriate. The Scholarship Assistant will be expected to lean into our organizational values of adaptability, collaboration, equity, generosity, integrity, and stewardship.

Responsibilities

- Manage a portfolio of scholarships
- Maintain contact with schools
- Answer questions from applicants
- Schedule & coordinate review meetings
- Coordinate dates with each school related to convocations
- Attend and participate in internal team meetings

Qualifications & Experience

- Detail-oriented and self-motivated with experience working on multiple projects at once while keeping things moving and communicating about progress along the way.
- Ability to learn processes quickly.
- Experience with software systems.
- Interest in philanthropy, charitable giving, mission driven work a plus, but not required.
- Experience working with schools, students, or scholarships are preferred.

How to Apply

- Complete an online application form preferably by **Friday, January 30**, which will ask for a resume and answers to the following questions:
 - Please share examples of how you are detail-oriented, self-motivated, and have worked on multiple projects at once.
 - How do you see your work and educational experiences aligning with this position and/or the work of the Community Foundation?
 - When are you available to begin work?
 - Is there anything else you'd like to add?

The Community Foundation follows an equal opportunity employment policy and selects personnel, including contractual intern positions, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

Black, Indigenous, and people of color, immigrants, women, LGBTQ+, and people with disabilities are strongly encouraged to apply. Reasonable accommodations will be provided upon request for those with disabilities.

Black, Indigenous, and people of color, immigrants, women, LGBTQ+, and people with disabilities are strongly encouraged to apply. Reasonable accommodations will be provided upon request for those with disabilities.