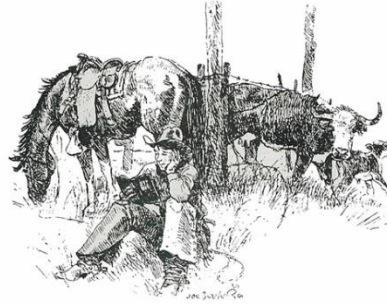




Bill Owen, Cowboy Artist, Memorial Scholarship Fund, Inc.

PO BOX 563, Young, AZ 85554

Providing funds for educational programs beyond high school
for young people of the Arizona ranching community

Position Description - *Scholarship Coordinator and Administrative Assistant*

The scholarship coordinator and administrative assistant is the operational heartbeat of the organization by ensuring the smooth day-to-day operations of the organization. This vital role is responsible for managing and administering the Scholarship's portfolio of funds, improving donor and recipient experience, and bridging communication between board members and the community.

Essential Job Duties

- **Application & Program Support:** Act as the first point of contact for student, parent, and counselor inquiries regarding scholarship guidelines, deadlines, and requirements.
- **Document Collection & Compliance:** Process incoming applications, verify student transcripts, and check eligibility requirements.
- **Scholarship Processing:** Compile applicant packets, present packets at annual board meeting, record meeting decisions, and notify applicants of selection or denial.
- **Disbursement & Verification:** Work with recipients to process enrollment verifications and coordinate fund distributions directly to college financial aid offices.
- **Database Management:** Maintain and update information in organization's electronic records to ensure clean student and donor records.

- **Event Logistics:** As determined, coordinate logistics for award ceremonies, student celebration dinners, and donor appreciation events.
- **Fund Raising:** Coordinate fundraising efforts among board and committee members. Distribute annual donor request letters.

Other Responsibilities

Office Administration

- Serve as the first point of contact for the organization, answering phone calls, texts and managing the general email inbox.
- Handle mail processing, filing, and organizing both physical and digital records.

Board & Executive Support

- Schedule and coordinate logistics for board of directors and committee meetings.
- Prepare and distribute meeting agendas, packets, and record meeting minutes when needed.

Financial & Development Support

- Process and log donations, generate donor acknowledgment letters, and prepare tax receipts.
- Assist with light bookkeeping tasks such as accounts payable, accounts receivable, and expense tracking.
- Prepare quarterly financial reports for executive review and board distribution.
- Coordinate fund transfers with Baird investment group for scholarship distribution.
- Develop and present suggested annual budget at annual meeting.
- Monitor investment and checking accounts and perform monthly reconciliation.

Qualifications

- **Education:** High School Diploma or GED; Associate's or Bachelor's degree preferred.
- **Experience:** 2+ years of experience in an administrative, operational, or customer service setting.
- **Tech Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Familiarity with QuickBooks is highly desirable.

- **Soft Skills:** Exceptional organizational skills, high attention to detail, and the ability to maintain strict confidentiality regarding donor and client data.

Work Environment

- Remote work opportunity with seasonal increased work hours. Estimated at 100 hours/year.
- May require occasional evening or weekend hours to support organization-sponsored events.