

**GREAT FALLS PUBLIC SCHOOLS FOUNDATION**  
**EMPLOYEE NOTICE**  
**September 23, 2024**

**STAFF VACANCY:**                   **Scholarship Coordinator Position**

**ORGANIZATION  
MISSION:**

The mission of the Great Falls Public Schools Foundation is to enhance high-quality teaching and life-long learning for students in Great Falls Public Schools by funding innovative educational programs and scholarships.

The Great Falls Public Schools Foundation exists to build upon the taxpayers' commitment to public education through private funding that enhances education in unique and impactful ways. Through the generosity of donors, the Foundation provides educator grants, student scholarships, building enhancements, and student and teacher recognition opportunities. The Foundation partners with families, businesses and the community to positively impact the learning experience for students and teachers in the Great Falls education system.

**POSITION  
DESCRIPTION:**

The Foundation administers over 100 scholarship awards annually for graduates from the Great Falls Public Schools District. The Scholarship Coordinator is responsible for all things related to the scholarship program including but not limited to providing support to students, parents, teachers, and application reviewers; management of the online scholarship system; notification of scholarship recipients; and oversight of scholarship funds disbursement. This position is the primary point of contact for the Scholarship program and as such, communication is a critical component of this position.

**RESPONSIBILITIES:**

- Communicate with and support donors, student, parents, and teachers
- Maintain scholarship management system (Foundant)
- Administer fall and winter scholarship application periods
- Coordinate and promote Foundation scholarship offerings with counseling staff and teachers
- Coordinate with donors and community reviewers to determine scholarship recipients
- Maintain scholarship donor communications
- Notify scholarship recipients of awards
- Collect necessary information from scholarship recipients for disbursements
- Collaborate with administrative assistant on disbursement of scholarship award funds
- Coordinate with District for District-held scholarship awards
- Coordinate Scholarship Celebration (April/May)
- Generate reports throughout the year for the Executive Director and committee

**SKILLS:**

- Ability to work and communicate effectively with a wide range of individuals across generations
- High proficiency in MS Office (Word and Excel)
- Experience with or ability to learn the Foundant Scholarship Manager platform
- Thrives in a supportive role that involves frequent and varied communication with numerous individuals
- Takes initiative to solve problems and applies a consistently positive, solutions-based approach
- Organized and detail-oriented
- Self-sufficient but enjoys collaboration and working in a team environment

**EDUCATION:**

- Associate or Bachelor degree preferred but not required
- 2-3 years experience preferred in program/project management, event management, and/or the non-profit sector.

**EMPLOYMENT:**

Part time (20-30 hrs/week)  
potential for seasonal variability

**LOCATION:**

Great Falls Public Schools District Office Building  
(not a Great Falls Public Schools Employee)

**COMPENSATION:**

\$24/hour (depending on experience)

**BENEFITS:**

No Benefits

**CLOSING DATE:**

Friday, October 4, 2024

**CONTACT INFO:**

Christina Horton, COO  
Email: [christina\\_horton@gfps.k12.mt.us](mailto:christina_horton@gfps.k12.mt.us)  
Phone: (406) 268-7401

**Letter of interest and resume must be received in the Frontline Application System by the closing date. Find application platform at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us).**