

POSITION DESCRIPTION

POSITION: Program Associate
BUSINESS ENTITY: Snow Foundation
REPORTS TO: Head of Programs & Partnerships – Our Sector

Location and Days:

- Hub Hyde Park, 223 Liverpool Street, Darlinghurst
- 4 days hybrid (3 days in office)

Snow Foundation is a family philanthropic foundation committed to place, country and community.

We empower communities and back leaders through a holistic, collaborative approach to achieve meaningful social change. Our focus spans five interconnected themes — Gender, First Nations, Youth, LGBTIQ+, and Community, underpinned by Ecosystem. We respond to community needs in Canberra, the NSW South Coast and Sydney, while supporting national efforts that tackle entrenched disadvantage and injustice.

A major focus of the Program Associate role is supporting the capacity-building opportunities and tools for leaders and entrepreneurs across the for-purpose sector.

Snow Entrepreneurs program is a flagship initiative of the Snow Foundation, designed to support visionary social entrepreneurs tackling disadvantage in innovative ways. Launched in 2022, the program offers fellowships for social change, combining generous funding with wrap-around capacity-building support.

Each cohort includes 8–12 entrepreneurial leaders, selected for their bold ideas and commitment to impact. Fellows receive grant funding and/or impact investments, peer learning and support, leadership retreats, mentoring, expert advisory services, 1:1 support and introductions.

To date, the program has supported two cohorts, working across areas such as domestic violence, First Nations empowerment, youth education, disability inclusion, and mental health.

Who we are looking for

This newly created role offers an exciting opportunity to provide high-level administrative and coordination support to the Head of Programs & Partnerships – Our Sector.

The Program Associate plays a key role in ensuring the smooth delivery of program activities, events, and communications. The role involves managing logistics, building relationships, and providing a seamless experience and high standard of excellence for participants and partners, overseen by the Head of Programs & Partnerships – Our Sector and working closely with the Impact Investment Portfolio Manager.

The role contributes to the Foundation’s broader mission by helping deliver high-quality, values-aligned programming that empowers changemakers and strengthens community impact.

In addition to supporting the Snow Entrepreneurs program, the role will also contribute to other Foundation initiatives as needed, supporting the delivery of impactful, community-focused work. This role is ideal for someone who is diligent and thrives in a dynamic, purpose-driven environment, working collaboratively and autonomously, and with a passion for administration and community building.

Main Duties:

Program Implementation & Event Coordination

- Schedule and coordinate program activities, meetings, retreats, workshops, and events
- Document activities, take meeting notes and capture and progress action items
- Support onboarding and engagement of new entrepreneurs
- Help foster a vibrant and inclusive program community
- Drive planning and delivery of key events such as graduations, retreats, and community gatherings
- Manage logistics including venues, travel, catering, materials, and run sheets
- Liaise with partners, speakers, suppliers, and internal stakeholders
- Prepare briefing documents, reports and coordinate follow-ups

Creative & Administrative Support

- Maintain program calendars, databases, and resources
- Assist with content creation (e.g. presentations, newsletters, social posts)
- Contribute ideas to improve program experience and engagement
- Track timelines and ensure tasks are completed on schedule
- Assist in calendar and schedule management for the Head of Programs & Partnerships – Our Sector

Community Engagement & Communication

- Support community building activities and cross-cohort communications and engagement
- Identify opportunities to promote Snow Entrepreneurs and draft appropriate communications materials for Snow Foundation social media channels, website, newsletter, and external partner communications channels

Evaluation and Impact Tracking

- Implement and continue to further develop the Snow Entrepreneurs evaluation framework, including creation of surveys, capturing data and activities, analysing and presenting insights for internal and external audiences

Cross-Foundation Support

- Assist with internal communications, scheduling, and documentation including drafting of Board reports
- Contribute to team-wide projects and collaborative efforts as part of the Foundation's administration cohort, including attending Ops team and Theme team meetings.

Skills

- Strong organisational and time-management skills
- Excellent interpersonal and communication skills
- 5+ years' experience in program coordination, events, or community engagement
- Comfortable working independently and taking direction
- Confident engaging with diverse stakeholders
- Proficiency in Microsoft Office, Forms, Canva, Miro, and basic design tools
- Familiarity with AI tools and virtual collaboration platforms a plus

Attributes

Passion for Social Impact

Demonstrate a genuine commitment to making a positive difference in the community and an interest in how philanthropy can address social challenges.

Interpersonal Skills

Strong interpersonal and relationship building skills, along with the ability to connect with individuals from diverse backgrounds, understand their perspectives and build trusting relationships. Demonstrate an inquisitive nature with a willingness to learn and stay updated on emerging trends, best practices and evolving dynamics within the communications and for-purpose sector.

Presentation and Image

Professionally presented and have a clear understanding that they are always representing the Snow Foundation.

Snow Foundation Values

Positively follow Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation.

The values are:

Humility—we recognise the expertise of our partners and help them achieve great things.

Social Justice—we uphold principles of equity, inclusiveness, and fairness.

Collaboration—we are engaged with our partners and our community and work together supportively.

Empathy—we strive to understand and share the feelings of others.

Transparency—we share our learnings and promote shared intelligence.

Excellence – “we do the work and do a proper job” Terry Snow AM

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with the Foundation. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Foundation team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, partners and advisors.

Confidentiality

The role requires handling of sensitive information of the Foundation, members and partners and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Target Safety – Aim High

Snow Foundation employees have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by Snow Foundation to allow it to comply with its work, health and safety obligations.
- Co-operate with any reasonable policy or procedure of The Snow Foundation relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Snow Foundation employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of the Foundation.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

Pre-Employment Medical Assessment

As part of the Snow Foundation's recruitment policies all employees are required to undertake a Snow Foundation facilitated pre-employment medical assessment before commencing with their employment. If the applicant is assessed as not suitable by the medical assessor's physician, employment with the Snow Foundation will not be continued.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____