

Project Assistant Job Description

Position Title:	Project Assistant
Reports to:	Director of Data and Evaluation & Social Impact Strategist
FLSA:	Nonexempt
Classification:	Temporary Seasonal Part-Time Position - Remote
Date:	May 12, 2022

Position Summary

The Project Assistant is responsible for supporting Sangfroid Strategy and its clients through the coordination and management of tasks related to client projects, including research and data activities. This position is a seasonal part-time position, in which the employee hours may vary between 25-40 hours per week. If the employee consistently works 40 hours per week for four months or more, the employee can be considered for full-time employment.

Duties and Responsibilities

Supports as project assistant for client projects within Sangfroid Strategy's consulting portfolio including but not limited to:

- Provide client and meeting support
 - Take meeting notes and create meeting summaries
 - Prepare documents such as meeting agendas and presentations
 - Record and coordinate post-meeting action items
 - During meetings - share screen, provide technical assistance to attendees, and troubleshoot as needed
 - Support client health by tracking email frequency, and ensuring Thank You cards are sent and any special outreach is conducted
 - Organize and maintain client folders and materials
 - Support with scheduling meetings (pulling available dates, etc.)
- Provide support to consulting team
 - Draft, copyedit, or format documents or spreadsheets
 - Create promotional materials, graphics, etc. in Canva
 - Record and assign action items and tasks
- Provide support for research and learning tasks, including:
 - Conduct basic data collection and analysis
 - Organizational assessments
 - National and local scans
 - Nonprofit evaluation data support
 - Interviews
 - Focus Groups
 - Surveying

Key responsibilities may include:

- Client project and meeting support including support in creating materials, drafting communication to clients, and supporting day-to-day project needs
- Research and briefs development to support client work
- Compile, merge, and organize new and existing data
- Create focus group and interview questions based on a series of information, compile data and create summaries based on those conversations
- Running data reports, analysis and creating graphics to support client outcomes

Necessary Competencies

All employees:

- | | |
|-----------------------------|---------------------------|
| 1. Ability to take feedback | 6. Manage complexity |
| 2. Communication | 7. Planning and execution |
| 3. Cultural awareness | 8. Problem-solving |
| 4. Customer-orientation | 9. Strategic |
| 5. Humility | 10. Teamwork |

Technical Expertise

1. Proficiency in MS Office [Outlook, Excel, Word] or similar software is required.
2. Developing knowledge in qualitative and quantitative research, including research designs, interviews, focus groups, survey administration, qualitative coding, analysis, and presentation of research.
3. Ability to support new data collection and existing data gathering, data compilation, formatting and cleaning, data analysis, and data visualization.
4. Growing knowledge in social science data analysis and research.
5. Skilled in written communication, organizational skills, time management, and deductive and critical thinking.
6. Experience with the following technology and software tools is preferred:
 - Asana
 - Canva
 - Google Docs and Sheets
 - Google Suite
 - MURAL / Jamboard
 - Survey Monkey

Skills and Experience

- Experience coordinating various tasks within an office environment, including day-to-day support to colleagues and strong follow through.
- Experience with various software applications such as Google Drive, Canva, and Zoom is strongly preferred.
- Training and/or experience in Google Sheets and Microsoft Excel advanced formulas and processes for data analysis

Working Conditions and Physical Requirements [Light]

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computer, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- The schedule is generally normal business hours although in rare circumstances there may be requirements to perform work or attend events before or after normal working hours, and occasionally on weekends and evenings.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

Compensation & Benefits

This position will start as a temporary seasonal part-time position, with an hourly rate between \$14-\$17, depending on experience.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

How to Apply

To apply, please send your resumé and a brief letter of interest to catherine@sangfroidstrategy.com please use the words “Project Assistant Application” in the subject line by May 31, 2022.