

Project Assistant / Office Manager
Job Description
Projected Start Date: June 2, 2014

Background

Shelli B. Inc. is a small consulting company doing business as Conservation Impact and doing business as Nonprofit Impact. The Company provides strategic planning, marketing, organizational development, and fundraising consulting, advising, and training to nonprofit organizations and public agencies. Conservation Impact works with conservation and natural resource organizations and related agencies while Nonprofit Impact works with public health, education, and human service organizations and agencies. (See www.conservationimpact.com and www.nonprofitimpact.com.)

The Company's two consultants work on about 50 projects with 40 clients each year. In business for 18 years, the Company is housed in a historic loft in lower downtown Denver. Our Company succeeds by making a significant impact with our clients dedicated to conservation or to public health and education. This position provides administrative and project support to the consultants, manages the office, and ensures excellent client service at all times.

Salary and Benefits

This is a permanent, full-time position. The Company provides health benefits and a retirement plan (after one year). A generous vacation package and some flex time is included in the benefits.

The salary range is \$30,000 - \$40,000 commensurate with experience and skills. The position provides significant opportunity for growth and diverse job responsibilities based on the individual's interests and aptitudes.

Requirements

The project assistant must be comfortable working independently and often times alone. There are several days a month in which all consultants are out of the office. He/she must be detail-oriented, highly efficient, and able to manage several projects at once. He/she must be able to meet deadlines on a regular basis and meet high-quality standards on all Company products and materials.

The ideal candidate will enjoy being part of a small business, helping it grow, and serving clients. He/she will want to make a difference in nonprofits and related agencies. The candidate will be highly motivated by the task of keeping a highly-efficient and effective office and operation, and will strive to make improvements in all administrative, operations, communications, and brand aspects.

Minimum Qualifications

- Three years of administration and office management
- Associate or bachelors degree in business, nonprofit management, communications, or related subjects
- Excellent proofreading and editing skills
- Microsoft Office, ACT! (or other contact management/ relational) database, WordPress, Constant Contact, Adobe Acrobat
- Ability to do document layout and design (in Word and Power Point) for consistency and brand integrity
- Experience / knowledge of nonprofit organizations or with state contracts

Responsibilities

Primary Functions

- Project coordination and assistance 50%
 - Assists in proposal development and assures proposals are received and complete
 - Completes contracts as necessary
 - Coordinates and completes client ready documents (handouts, PowerPoint conference presentations)
 - Creates high-quality, well-designed final products from drafts – proofing, grammar editing, and layout and style
 - Prepares and tracks invoices and accounts receivables
 - Manages contracting processes including compliance with state vendor registration and insurance requirements

- Executive assistance 15%
 - Assists in travel reservations
 - Assists in coordinating schedules
 - Professionally represents the Company at all times

- Website, database, communications 15%
 - Maintains website and contact database
 - Manages database of clients, vendors, projects, and participants for currency and accuracy
 - Coordinates webinar sales and technical support
 - Coordinates and implements client communication and outreach on a regular basis

- Office management 10%
 - Keeps the office clean and tidy
 - Manages office supplies, materials, equipment, phone system, and other technology
 - Manages office maintenance
 - Maintains client and project files
 - Makes recommendations for and handles office and system improvements

- Other 10%
 - Handles human resource related functions i.e. health insurance, retirement
 - Manages compliance issues required by insurance, regulatory agencies
 - Works closely with accountant / bookkeeper for accounts payable / receivable
 - Manages vendor relationships
 - Other office, project, and client work as necessary and desirable

Skills

- Writing, editing, proofreading, layout
- Project management – able to complete projects on time in time allotted
- Works efficiently and effectively (able to prioritize multiple projects)
- Organizational systems for currency and accuracy
- Software – Microsoft Office, ACT! database, WordPress, Constant Contact, Adobe Acrobat, Acteva, ReadyTalk

To Apply: Please email cover letter and résumé to apply@conservationimpact.com.

No phone calls please.

Shelli B. Inc. is an equal employment opportunity company and does not discriminate based on race, religion, ethnicity, gender, sexual preference, or disability. The company respects and complies with all state and federal employment laws that apply to small companies.