

Job Title: Non-Profit Service Associate
Department: Non-Profit Team
Part Time • 15-25 Hours Per Week • Compensation Dependent on Experience



Summary:

Vic Gutman & Associates (VGA) is looking for a responsible, organized part time associate committed to a team atmosphere to assist with and coordinate projects for our Non-Profit Services Team.

VGA is a fast-paced, downtown office with regular business hours Monday through Friday. This position would be part-time, working 15-25 hours per week with a negotiable schedule.

A detail oriented, self motivated candidate that can work both independently or with a team is a must. This position also requires excellent written and oral skills that demonstrate a high level of professionalism. The ability to multitask is crucial, as this talented individual will juggle multiple clients, timelines, and schedules to ensure successful implementation of a wide range of projects.

The successful candidate will be comfortable working on Apple Mac computers and will have a thorough knowledge of Microsoft Word, Excel and Power Point.

Essential Duties and Responsibilities:

- Establish clear priorities of tasks given;
- Support Project Managers to coordinate and promote client events and messages;
- Assist with preparations for events and meetings, including researching & making arrangements with venues, preparing meeting agendas & other printed materials, refreshments etc.;
- Provide on-site support for client events as needed, including occasional evenings and weekends;
- Participate in group meetings to determine client needs and solutions;
- Maintain databases and prepare reports;
- Ability to work independently with minimal supervision and/or manage selected projects as needed
- Transport equipment and materials to/from client sites and events as needed
- Administrative duties such as preparing mailings, meeting organization, editing and other tasks as needed

Qualifications:

- Associates or Bachelors Degree;
- One to three years relevant work experience;
- Strong oral & written communication skills;
- Ability to work independently;
- Excellent business writing and editing skills;
- Strong organizational skills & attention to detail;
- Proficiency with Microsoft Office products including Word, Excel, and PowerPoint;
- Proficiency with social media including Facebook, Twitter and Instagram
- Photography skills a plus

Competencies:

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; demonstrates professionalism in all conversations.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.
- Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. Maintains confidentiality of client information.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments both in person and in all electronic communications.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Physical Demands:

- Work is performed in an office environment and on site at various events.
- While performing the duties of this job, the employee is frequently required to stand; walk and sit.
- Employee will need to be able to lift objects weighing 25 pounds.

Interested applicants should email their resume and cover letter to lpaulsen@vgagroup.com.