



PROJECT & OPERATIONS ASSISTANT

Full time/work-from-home position, with in-person client and team meetings/events ONLY when it's safe.

Starting Pay: \$16-\$19/hour

JOB DESCRIPTION

As a Project & Operations Assistant, you are a level-headed, highly organized self-starter with strong communication and critical thinking skills. You are the kind of person who not only sees the 30,000 foot picture of your team's goals, but see how you can make your team run more effectively through your small and large contributions. You will work both independently and collaboratively as a core member of the VISIONALITY team to support our Project Managers, Senior Project Manager, and CEO. This position will report to the Senior Project Manager.

Responsibilities Include:

While our Project Assistants are the "Swiss army knife" position of our team, main task categories include:

- Support Project Managers on Client Work: data management, newsletters, mail merges and mailing projects; draft and proofread e-newsletters, website, social media, press releases, grants, sponsorship materials; event (digital and in-person) support
- Support VISIONALITY's Internal Company Work: contact management and data entry; research/troubleshoot computer software issues; accounting (including billing, receipt management, etc.); scheduling meetings; research for clients and staff; client outreach projects including: overseeing the design & mailing for 5-7 holiday cards annually, birthday cards, thank you cards; assist with HR, payroll & insurance tasks

MINIMUM REQUIREMENTS

You Are:

- Smart, strategic, and positive; you must get satisfaction in solving problems and making it easier for others to succeed
- Detail-oriented, find pleasure in finding the needle in the haystack; accurate, structured; love lists (especially crossing off tasks!) and spreadsheets; enjoy keeping others organized as well
- Understand and respect the nature of highly confidential work
- An excellent and engaging communicator (written and oral); completely comfortable communicating on the phone; have an eye for editing and proofreading
- Incredibly flexible; you enjoy assessing and handling multiple, constantly-changing priorities and projects, but also are comfortable asking for help when stuck
- An independent self-starter; you embrace the solitary nature of working virtually from home

- Eager to take a task and run with it in a thoughtful manner; can't resist taking ownership of your work, no matter what the task is
- Love collaborating with a team; you are extremely confident and comfortable voicing opinions and proposing ideas, even when your opinions differ from team members in more senior positions
- Undaunted by the fact that you may not fill EVERY requirement in this job description because you're confident that you can prove your ability to acquire these skills and are eager to do so
- Committed to maintaining a healthy work/life balance in your life by acquiring a position that is challenging, fulfilling AND flexible

The Logistics:

- Bachelor's Degree OR 3+ years relevant experience; experience working with nonprofit and mission-driven organizations a bonus
- Must be able to work from home with own computer and own internet connection
- Reliable transportation for meetings and events; you must live within a commutable distance to Ventura County and be prepared to attend an average of three to four in-person commitments each week when in-person work resumes (possibly as early as third quarter of 2021)
- Tech-savvy, strong knowledge of Microsoft Office (formatting, mail merge, spreadsheets, etc.), bonus points for knowledge in project management software, social media scheduling programs, or donor database software
- Bilingual Spanish skills a bonus, though not required

[To Apply](#)