



(805) 500 – 6610 ::
VISIONALITYpartners.com ::
PO Box 23223, Ventura, CA 93002 ::

Position: Project Assistant

Type: Full time/Work-From-Home Position, with in-person team meetings and events, 30-40 hours/week

Wage: \$16-18/hour, depending on qualifications; salary to grow in accordance with skills

About the Company

VISIONALITY partners with organizations to transform VISION into REALITY – we are in the business of changing the world, starting with our local community. Our areas of focus include nonprofit management, project management, and event planning (fundraisers, conferences, corporate, and community events). Some of our current clients include: Ventura County Leadership Academy, Association of Fundraising Professionals, CA Mental Health Advocates for Children and Youth, Housing Authority City of San Buenaventura, and 805 Help.

About our Team

VISIONALITY was ranked #1 BEST PLACE TO WORK in 2018 by the Pacific Coast Business Times! We are innovative, resourceful, and enthusiastic. Our extensive skills and experiences support our clients in a way that is unparalleled in our community. We highly value integrity, professionalism and communication while working in a fun and fulfilling team environment. We work hard and have a lot of fun doing it!

About the Opportunity

As a Project Assistant, you are an eager, practical self-starter with strong communication and critical thinking skills who demonstrates creativity, energy, and a passion for making a difference in the community. You will work independently and collaboratively as a core member of the VISIONALITY team to support our Project Managers and CEO. You can thrive in a virtual environment, love working under minimal supervision, and are a highly organized, tech-savvy taskmaster.

Responsibilities:

- **Support Project Managers on Client Work:** data management, newsletters, mail merges and mailing projects; purchase supplies; draft and proofread e-newsletters, website, social media, press releases, grants, sponsorship materials; event support
- **Support All Staff on VISIONALITY's Internal Company Work:** contact management and data entry; accounting; inventory and order supplies, develop and implement strategies for organizing office space and supplies; card projects that involve mailing 5-7 holiday cards annually, birthday cards, thank you cards
- **Direct CEO Support:** check, open and sort personal and company mail; check and respond to emails daily; run personal and company errands; schedule appointments; follow-up on assigned projects; conduct business with a high degree of professionalism, discretion and confidentiality; support CEO as needed



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Minimum Qualifications

You are:

- Smart, strategic, positive, and passionate about the work we do; you must get satisfaction in solving problems and making things easier for others
- Detail-oriented, find pleasure in finding the needle in the haystack; accurate, structured; love lists (especially crossing off tasks!) and spreadsheets
- Talented at multi-tasking and have exceptional organization skills
- An excellent and engaging communicator (written and oral); completely comfortable communicating on the phone; impeccable editing and proofreading skills
- Incredibly resourceful; able to implement creative solutions and follow through to solve problems with little assistance or direction
- 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
- Incredibly flexible; enjoy assessing and handling multiple, constantly-changing priorities
- 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 4+ years equivalent 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
- Super tech-savvy, strong knowledge of Microsoft Office (formatting, mail merge, spreadsheets, etc.)
- Bilingual Spanish skills a bonus, though not required



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To Apply

Visit [our online application](#) to:

1. Complete a brief questionnaire
2. Submit your resume
3. Submit a cover letter
4. Submit 1-3 work samples

Please Note:

- Applications will not be considered if they do not have all components above or if they are submitted directly via email.
- Please be prepared to complete the application in one sitting. Our form does NOT allow you to save your progress or return at a later time.
- Applications will be reviewed as they are received.
- Ideal work samples will demonstrate your writing, communication, formatting, technical and/or design skills, and can be in any format you choose. We appreciate the following: exemplary email correspondence, spreadsheets, websites, blogs, academic papers, newsletters, and much, much more.

Contact: Hiring Manager Jenny Cardenas, Jenny@VISIONALITYpartners.com

VISIONALITY Non-Discrimination Statement

VISIONALITY is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation, disability, pregnancy, or economic status.

VISIONALITY strives to build an inclusive team in which individuals are comfortable bringing their full selves to the workplace.

VISIONALITY believes that a team made up of diverse experiences, perspectives, and cultures is best equipped to build trust and communication with our clients – and in doing so, help them achieve their missions and make this world a better place.