



JOB POSTING

POSITION: Project Assistant

DENALI DANIELS + ASSOCIATES:

DDA is committed to assisting local Alaskan organizations, businesses, coalitions, and initiatives successfully and strategically reach their goals. Through consulting services in strategic planning, project facilitation, policy development and professional development, DDA fosters cooperation, collaboration, consensus-building, empowerment and ownership. DDA is currently seeking applicants for the position of project assistant to join our dynamic team.

DUTIES AND RESPONSIBILITIES:

The project assistant will contribute to DDA's personalized approach to providing consulting services to clients across Alaska. Under direction of the CEO, employee will provide logistical, administrative, research and communications support on client projects and DDA operations. Employee will support client meetings, facilitation sessions, preparation of deliverables, and will manage internal DDA communications and organizational processes.

Responsibilities include, but are not limited to:

- Build, maintain, and organize project materials, project files, and workflows.
- Attend meetings for projects and new business development.
- Take and prepare team notes.
- Schedule meetings, appointments, and data-gathering activities.
- Organize project-related events and conferences.
- Manage client contact and communications database.
- Facilitate timely and professional communication internally and externally, ensuring project tasks are on track to completion and clients are kept up-to-date on progress, and questions and concerns are addressed in a timely fashion.
- Answer phones, manage and distribute messages, act as front-of-office presence during work hours.
- Manage social media accounts; plan and publish posts, keep track of client, partner and community news and events, respond to inquiries, etc.
- Provide weekly contracted administrative or project support for clients as needed
- Support data collection efforts via surveys, focus groups, meetings and other methods, and maintain accurate and confidential records of data.
- Compose and edit memoranda, articles, reports, graphics, and presentations for clients, and prepare materials for submission to clients.
- Engage on other project tasks as needed, such as conducting literature reviews, field research, and organizing completed project materials.
- Employee will be required to travel for work and be able to participate in evening or weekend events related to client projects.



PREFERRED QUALIFICATIONS:

- Bachelor's degree required.
- At least 2 years in a research assistant, executive assistant, or administrative support role; or equivalent experience in these areas.
- Superior attention to detail and organizational skills.
- Excellent professional communication skills, both written and verbal; and the ability to seamlessly interact with senior level professionals.
- Ability to work well under pressure and on deadline, and to be methodical and process-oriented
- Ability to multi-task in a fast-paced dynamic environment while demonstrating a resourceful, positive attitude and superior work ethic.
- Demonstrated good judgment, critical thinking, and decision-making skills
- Proficiency in and comfort with a range of web- and computer-based technology, such as Google Apps and social media platforms, Microsoft Office (including Word, Excel, and PowerPoint); Adobe Creative Cloud/Suite a plus.
- Knowledge of and/or experience in the fields public administration and government, a plus.
- Local Alaskans with a knowledge of local politics, organizations, and community endeavors and specifically those with legislative experience are highly encouraged to apply.

WORK ENVIRONMENT:

DDA prides itself in offering a collaborative, energetic and positive working environment. Office space is comfortable and void of loud or disturbing distractions. Office fosters team interaction, while allowing for focused and uninterrupted work. DDA office is conveniently located downtown at H St. and 9th Ave. Offsite client meetings and facilitation events are frequent.

PHYSICAL REQUIREMENTS:

Employee must be able to stand for long periods of time and may be required to do some light lifting.

STATUS: Fulltime Exempt

PAY/BENEFITS: DDA has a competitive compensation package, TBD based on qualifications.

APPLICATION PROCEDURES:

Position open until filled.

Send resume, three references and cover letter to denali@ddaalaska.com or deliver to the DDA Anchorage office at 880 H Street Suite 106.

Please direct any questions to Denali Daniels: denali@ddaalaska.com. No phone calls please.

Denali Daniels + Associates, Inc. is an equal opportunity employer. It is our policy not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, veteran status, or any other protected category.