

Job Title: DDA Project Associate

DDA Overview – www.ddaalaska.com

Since 2012, Denali Daniels + Associates (DDA) has helped hundreds of Alaska organizations with strategic plan development, meeting facilitation, qualitative and quantitative research, strategic policy development, project management and implementation services. More about DDA can be found on the DDA website: www.ddaalaska.com.

All candidates must care about Alaskans and Alaska's future.

Job Description:

1. Provide Meeting Support – virtually and in-person
 - a. Meeting planning (scheduling, invites, securing location)
 - b. Assist participants with virtual meeting attendance. Zoom and Teams video conference platforms
 - c. Prepare and distribute meeting notes
 - Document action items
 - Summarize meeting discussion
 - Understand and explain: What's next?
2. Virtual Video Meeting Expertise
 - a. Knowledge of Zoom and Teams (or willing to become a super user)
 - b. Ability to assist others with Zoom and Teams connections
 - c. Learn new digital tools to meet project needs
3. Social Media
 - a. Implementation of regular social media calendar for Facebook, Twitter and LinkedIn
 - b. Continuous research and problem solving to keep up to speed on digital platforms
4. Project Management
 - a. Interface with clients on behalf of DDA with professionalism
 - b. Oversee project schedules and budget

Qualifications:

- Must care about Alaskans and Alaska
- Must have attention to detail
- Must be able to perform in high-paced environments, at times the heat will be on
- Must have experience with professional communication
- Advanced skills with Microsoft Excel, Word and PowerPoint
- Understand the value of spreadsheets, and know how to create and use them
- Digital problem-solving skills are inevitable in this job
- Must be a team player, have a cooperative spirit, and enjoy group problem solving
- Able to work remotely or in the DDA Alaska offices located in Anchorage and Juneau
- Some travel may be required

Education: Bachelor's degree preferred, but not required.

Pay range: \$25 - \$30/hour

Job Type: Part or full-time positions are hourly (30-40 hours/week), with negotiable work schedule to support work/life balance. Expect occasional overtime supported with compensation.

Positions Available: hiring for two positions

Application Deadline: March 31, 2022

How to Apply: Please email resume and cover letter to info@ddaalaska.com.