



## PROJECT ASSISTANT

### POSITION SUMMARY:

The Project Assistant will provide administrative support to the entire office and is responsible for supporting program and fund development efforts. The position is full time. The Project Assistant will work closely with each project manager and/or director to achieve project goals and outcomes.

### QUALIFICATIONS:

- Keen attention to detail and an aptitude for problem solving
- Outstanding organizational skills and ability to prioritize tasks
- Flexible, willing to refocus efforts based on needs of the organization
- Able to proactively address potential issues
- Excellent computer skills, including Microsoft Office
- Experience with planning/executing special events and/or conferences preferred
- Experience using a database or customer relations software strongly preferred
- Collaborative working style and team-player attitude
- Positive and encouraging personality
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to team's success
- Exceptional communication and interpersonal skills

### JOB RESPONSIBILITIES:

1. Work collaboratively with the project managers and team to achieve goals and outcomes
2. Support tasks related to planning and implementing events, programs and campaigns
3. Complete any necessary administrative tasks, such as research and email
4. Manage special projects as assigned
5. Maintain databases and electronic registration systems
6. Answer phones and direct calls accordingly
7. Manage office duties such as supply inventory, ordering mail, deliveries and basic IT
8. Other duties as assigned

### SALARY/BENEFITS:

- Salary commensurate with experience and other qualifications
- Health Benefits Package
- Paid vacation and sick time

**Send Cover letter and resume to:** Crystal Anifantis, [HR@mediastarpromo.com](mailto:HR@mediastarpromo.com)