

## **Project Assistant – Job Description**

### **Zero Abuse Project**

Zero Abuse Project is hiring for a short-term (9 month), part-time Project Assistant. The Project Assistant will mainly support three Internet Crimes Against Children (ICAC) grants, program directors, and grant teams in the planning, coordination, development, and delivery of in-person courses and webinars. The Project Assistant will also provide additional administrative support for the ICAC grants and possibly other Zero Abuse programs and projects. The Project Assistant will implement existing administrative procedures and processes, and assist grant teams in refining or revising procedures and processes. The ideal candidate is extremely detail-oriented and organized, thrives in a fast-paced environment, possesses excellent written and oral communication skills, is self-motivated in a remote work environment, and has excellent time management skills.

#### **Responsibilities:**

- **Course and Webinar Coordination:** Support the planning, development, and delivery of in-person courses and webinars related to the ICAC grants, including post event tasks.
- **Client and Stakeholder Communication:** Communicate with training attendees and in-person course hosts, and create and send certificates of attendance
- **Project Management/Coordination:** Review, assess, track, and document requests for training and technical assistance, including communicating with requesters
- **Zoom Moderation:** Moderate ICAC webinars on Zoom, including providing technical troubleshooting, assisting presenters with providing links and information in the chat platform. and tracking questions from participants
- **Reporting and Documentation:** Assist in the preparation of grant reports and maintain accurate records for all activities and processes
- **Marketing:** Develop marketing materials and ICAC listserv postings related to training opportunities
- **Administrative Duties:** Provide a wide range of administrative support for ICAC grants and possibly other Zero Abuse programs and grant projects. This includes, but is not limited to, managing schedules, coordinating meetings, and handling correspondence.

#### **Minimum Qualifications and Experience:**

- At least 2-3 years in an administrative or project assistant role, preferably in a non-profit or grant-funded environment
- Exceptional attention to detail, organizational skills, and time management skills
- Strong customer-service orientation
- Ability to work independently and exercise judgment in analyzing and investigating a variety of questions or problems
- Ability to professionally represent Zero Abuse with the ICAC community (including law enforcement leadership) and partners (such as in-person training hosts)
- Ability to juggle multiple tasks while maintaining accuracy
- Adept at using Microsoft Office, Google Suite, and Zoom, and comfort working in basic databases
- Ability to communicate clearly and effectively both orally and in writing
- Ability to adapt to changing timelines and processes

#### **Preferred Qualifications and Experience:**

- Experience with federal grants.
- Experience in a non-profit organization

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### **Travel Requirements:**

- There may be 2-4 opportunities to travel to represent Zero Abuse at conferences or national events (exhibit booths, supporting in-person course deliveries), but this is NOT a requirement of the position.

### **Compensation:**

- \$25/hour

### **Other Information:**

- Directly reports to the Chief Program Officer, Victim Services, with individual project supervision by multiple staff
- This is an FLSA non-exempt position
- Position does not include benefits
- This is a remote position, but candidate must live in one of the following states and have access to very reliable high-speed internet: Arizona, Connecticut, Florida, Illinois, Indiana, Maryland, Minnesota, Missouri, Montana, New York, Ohio, South Carolina, or Virginia
- Position is part-time, averaging 15-25 hours per week over the course of 9 months (April - December 2024)
- Hours worked can be relatively flexible, but candidate must be available at least three days each week during the core hours of 11:00am-4:00pm ET for planning meetings, webinar moderation, etc
- There is a possibility that this position may be extended past December 2024
- Zero Abuse expects to begin reaching out to applicants on a rolling basis regarding interviews by February 21, 2024

Zero Abuse Project is committed to being a diverse and inclusive organization that promotes equity and dismantles systems of power and privilege. We know that high-performing teams include people who can share new and unique perspectives. We encourage all qualified applicants to apply, especially people of color and those who identify as a member of a historically marginalized group. Zero Abuse Project is proud to be an equal opportunity workplace.

### **To Apply:**

Please send the below materials in one combined PDF document to [icac@zeroabuseproject.org](mailto:icac@zeroabuseproject.org).

**In the text of your email please confirm that you understand that you will need to be available at least three days a week between the hours of 11:00am-4:00pm ET, and confirm that you live in one of the following states: Arizona, Connecticut, Florida, Illinois, Indiana, Maryland, Minnesota, Missouri, Montana, New York, Ohio, South Carolina, or Virginia.**

- Cover letter that is customized to the requirements in the job posting
- Resume

Please use the subject line ‘Project Assistant – [your name]’ and include the cover letter and resume as one PDF attachment. Emails that do not acknowledge understanding of the schedule or that are submitted without both a customized cover letter and resume will not be reviewed.