



MARKETSHARE

ASSOCIATES

Position Name:
Administrative Assistant

Department:
Reports to:
FLSA Classification: Non Exempt

Who we are:

MarketShare Associates (MSA) is a socially driven consulting firm committed to creating, implementing and measuring innovative economic development. We take a systems approach to problem understanding – we recognize that inclusive, sustainable development is a complex challenge. It requires us to think at multiple levels within a dynamic environment influenced by social, economic and political factors. We also take a bespoke approach to every engagement, developing tailored and contextually rooted services for clients across our three practice areas:

- Empower – economic empowerment and inclusive business
- Perform – market research and management
- Measure - results measurement and evaluation

We work with a large variety of clients and partners including bilateral and multilateral donors, non-profits and private companies, in dozens of countries across six continents.

Our work:

At MSA, our staff build results measurement systems for development programs, social enterprises and impact investors; research power dynamics and their influence on market behaviors; train client staff to think more systemically about the problems they seek to address; pitch MSA's services to new potential clients; write thought pieces; and brainstorm new approaches to old problems. Regardless of task, our focus on disrupting the status quo demands critical engagement.

MSA 's VALUES

PASSION:

We believe in what we do – it's why we're here. Our work reflects our passion.

SINCERITY:

We listen, and give our clients our honest judgments and advice.

DISRUPTION:

We're here to do development differently – more empowering, more systemic, with more proof.

HUMILITY:

We see self-awareness as a prerequisite to learning. We embrace our mistakes as means to improvement.

HUSTLE:

Good things don't come to those who wait. We drive networking and new business the same way we drive innovation – restlessly.

CREATIVITY:

There is no box... in our client engagements, our approach to new business, and our thought pieces.

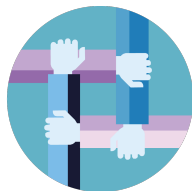
COLLABORATION:

We're better together, drawing on each other's viewpoints and experiences to deliver for clients. Working in teams is core to our identity.

CELEBRATION:

We work hard and life gets hectic – we take time to celebrate and enjoy it. Otherwise, what's the point?

This job:



SUPPORT TO OTHER MSA WORK

Supports other MSA priorities
across all three practice areas



ADMINISTRATION

Assists the MSA team and maintains
MSA company systems

The ideal candidate will be able to juggle multiple priorities and shift gears with ease, will like to learn new things, can anticipate the needs of the two Principal Consultants, and finds working in a fast moving environment invigorating. S/He has a solid administrative background, likes to keep things organized and running smoothly, and embraces the challenges that come with being the point person for the Principal Consultants.

Qualifications | Essential Job Functions

- Provide administrative support to the Principal Consultants such as expense reports, email responses, etc.
- Support the Principal Consultants with errands and projects.
- Calendar internal and external meetings for Principal Consultants.
- Well organized, highly detail oriented, and willing to follow up on loose ends.
- Assist with website postings and social media.
- Possess excellent written and oral communication skills (we're serious about this one).
- Enjoy and prefer the administrative side of business.
- Demonstrate a strong desire to learn new things.
- Ability to multitask and discern changing priorities.
- A sense of humor on par with one's level of curiosity.

Other Information:

This is an hourly, part-time position (20-25 hours per week) reporting to the Principal Consultants based in Denver, Colorado. The hours are flexible with potential to increase to full-time in the future.

Work Environment and Physical Demands:

Employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Employee is routinely required to drive a vehicle and occasionally required to climb or balance and stoop, kneel, crouch, or crawl.