

Project Associate

The Alternativ Project partners with communities across the world to deliver high-impact business training and mentorship, equipping individuals to start small businesses and break the cycle of poverty. We believe that charity doesn't end poverty, but business can.

Position

The Project Associate will contribute to the managing of 6 partnerships in 6+ countries, ensuring all programs are achieving their stated goal(s) and supporting our partners in meeting their objectives. In addition to providing programmatic support to partners, the Project Associate, will contribute to the administration of training trips, data analysis, and media needs of the organization.

This detail-oriented individual will use strong organizational, administrative, and communication skills to support the training and operational aspects of The Alternativ Project. He/She will provide support across the organization to the Director. The ideal candidate will have excellent professional communications skills to include writing, presentations, and speaking. He/She will be a team-oriented individual and self-starter that does not need continuous micro-management to excel.

Duties including:

Responsibilities

- Programs
 - Maintain regularly (bi-monthly, at a minimum) communication with international staff and partners.
 - Coordinate communication between staff and domestic or international partners.
 - Provide regular updates relating to program operations, successes, and challenges
 - Knowledge of program management and international development procedures.
 - Excellent time-management and organizational skills
- Communication
 - Answering and responding to phone calls and designated email.
 - Scheduling and preparing designated meetings/trainings both virtual and in person.
 - Arranging designated travel details for events & presentations domestically and internationally.
 - Update website with event details and create social media content regularly.
 - Comfortable with a range of technology tools for communication, project management and reporting.
 - Ability to work with diversity and multi-disciplinary teams.
- Data Management
 - Assist in Business Curriculum formatting and printing for upcoming trainings.
 - Analyze survey data and create impact reports.
 - Preparing business training materials for licensing partners.
- Systems
 - Creating and maintaining good filing systems.
 - Maintaining office supplies and occasional pickup of materials, printing, etc.
- Other
 - May be asked to contribute to projects outside the expertise of the candidate. A good attitude and willingness to contribute to the best of abilities is a must.
 - Detail-oriented and efficient.
 - Outstanding verbal and written communication skills

- Flexible, as much communication between Program Manager and international partners may occur outside of regular business hours due to time differences
- Familiarity with international standards relating to the SDGs, UN, WHO, etc.
- Experienced with difficult travel, and willingness to travel as needed to program locations.

Alternativ currently operates with minimal staff and as such, we are seeking a high-capacity individual (read: hustler with a positive attitude) who is willing to jump right in and be a problem solver. We are very 'team' driven and as a result, each staff member brings much to the table in pursuing the overall mission and purpose of our organization. As a younger organization, many systems and best practices are still being identified and established. We are looking for a self-motivated, confident, high achiever who will help to guide our organization in this arena and contribute to the growth and development of our organization in a professional manner.

Qualifications

- Education: Bachelor's Degree required. Master's Degree appreciated.
- Experience Required For The Job:
 - 1-2 years of demonstrable administrative/detail-oriented experience
 - Strong organizational skills and attention to detail; ability to manage and prioritize concurrent tasks.
 - Professional demeanor and phone skills; strong written and verbal communication skills.
 - Self-starter who works well as part of a team and follows through on assigned tasks.
 - Demonstrated proficiency and creativity with Microsoft Office; advanced Excel skills, and Google Applications.
 - Desire and ability to learn new software skills as needed.

Compensation

This entry-level position starts at \$15/hour part-time and is expected to go full-time this fall. Rather than filling our team with unpaid interns, we are seeking to get someone familiar with our organization before transitioning to full-time employment. Full-time employees receive 2 weeks paid vacation in addition to paid holidays.

Benefits

Fun, flexible and collaborative work environment. Unpaid leave available upon approval. Opportunities to travel both domestically and internationally.

Working Conditions

- Open-office environment.
- This position may require up to two international and two domestic trips per year (40 days).
- Fast-paced, constantly evolving, grassroots development organization.
- Comp time and remote workplace available in moderation.

To Apply: Please email cover letter and resume to Lauren DeSutter, ldesutter@alternativproject.org. Alternativ partners primarily with faith-based organizations. As such, staff must be able to convey a sense of Christlike hospitality and concern for clients, partners and staff. All staff members are expected to represent Alternativ positively and professionally within the community and be able to work with and minister to the community members who are involved with our mission, regardless of their faith or belief systems. This position is located in Colorado Springs.