Overview

Third Sight Strategies is growing! We are looking to hire a contract Project Coordinator to assist Project Lead in organizing, managing and executing both internal and external projects. Primary goals include:

(1) To assist Lead Consultant in delivering high quality service provision to a wide-range of nonprofit, NGO, community and agency clientele to enhance social impact for the public good.

(2) To provide support to Founder & CEO on internal administrative and operations projects, as well as business development activities that facilitate and support the stability, strategic growth and sustainability of Third Sight Strategies.

Term: Contract-Based
Duration: 6-Month initial term, opportunity to extend
Hours: Part-Time at approximately 10-15 hours/week, opportunity to increase
Compensation: $20/hr
Location: This is a remote position with preference given to candidates in or around the Denver Metro area

About Third Sight

Third Sight Strategies is an international social impact consulting firm that provides a suite of services to support strategic growth, expand impact and improve outcomes for mission-driven organizations. We primarily serve nonprofits, non-governmental organizations [NGOs], city and state agencies and municipalities. Third Sight provides a wide array of capacity building services, specializing in program development, growth & expansion, strategic planning, startup operations, stakeholder engagement & coalition building, and diversified resource mobilization.

Third Sight delivers its mission to inspire mission-driven organizations to envision, plan and achieve their full impact by helping organizations disrupt the status quo – At Third Sight, we opt for progress over paralysis. We guide teams towards community-driven solutions, build a culture of strategic foresight, illuminate and deliver opportunities for effective, and often bold pathways to sustainable growth and improved outcomes to help communities thrive.

Indulge (or perhaps awaken) your inner bad ass, and join the team!
The Role

General Responsibilities include:

- Create and maintain project management system.
- Maintain and monitor project plans, project schedules & deadlines, 3rd Sight billable hours, budgets and expenditures.
- Provide administrative support as needed.
- Ensure projects adhere to frameworks and all documentation is organized and maintained appropriately for each client/project.
- Attend external client meetings, keep and distribute minutes to project lead and client team members.
- In addition to administrative support, provide assistance in the areas of research, writing, marketing/business development.

Research

- Grants & Prospect Research for 3rd Sight clientele
- Meta-Analyses and Evidence-Based Studies to inform 3rd Sight offerings
- Data & Statistical support to inform grant proposals
- Request For Proposals [RFPs] and business development opportunities for 3rd Sight
- Codifying and organizing all research into accessible, e-filed categories/folders

Administrative Support

- Organize, attend, take minutes at client/stakeholder meetings
- Document and follow up on important actions and decisions from meetings.
- Prepare presentation materials for meetings.
- Assist Project Lead with retreat/workshop facilitation for client teams
- Scheduling & other administrative duties as assigned

Writing, Business Development & Marketing

- Contribute to the preparation and execution of Grant proposals for 3rd Sight Clientele
- Contribute to the preparation and execution of RFP Response and contract proposals for 3rd Sight Strategies
- Provide assistance to Project Lead on execution of social media and content marketing strategies for 3rd Sight and its clientele
  - Social posts and blog articles for website, LinkedIn, social media platforms
  - Create, maintain, execute on content calendar for 3rd Sight community resourcing and growth marketing purposes
- Contribute to marketing content to support 3rd Sight growth and development
- Attend and capitalize on networking events & opportunities for 3rd Sight business development purposes
Opportunities to Learn & Grow

This position offers an exciting and challenging opportunity to dive into a wide breadth of domestic nonprofit and international NGO (non-governmental organization) experiences and networks. Third Sight clients are working hard to deliver high-impact solutions to some of the world’s most pervasive issues, including but not limited to: gender-based violence and gender-equity; delivering accessible behavioral health and wellness interventions; housing, homelessness & displacement; child welfare & protection; environmental education & sustainability; and justice reform. Third Sight serves as both a THOUGHT & ACTION PARTNER to social impact organizations in service to our communities at home and abroad!

As a boutique social impact consulting firm, Third Sight is slated for strategic growth with the right team members in place, and we intend for this position to support that growth and grow with us! The stronger we are, the bigger impact our clients can have on their...our communities. Our goal is always to lead from behind by facilitating community-driven, sustainable, and often bold solutions. In addition to the opportunity to jump into meaningful consulting projects, team members will also be connected to the Posner Center for International Development, a premier nonprofit collaborative workplace that offers a plethora of professional development and networking opportunities locally and within the global impact community.

Recent grads with a passion for social impact encouraged to apply! This role is also ideal for advanced and mid-career folks who are desiring meaningful work but are unable to commit to a full-time schedule.

Ideal Candidate

- Passionate about contributing to social impact locally, domestically and internationally
- Minimum Bachelor’s degree in business, communications, nonprofit management, public health, administration, or policy, international development or related field of study
- Three years’ experience in related or complementary field and/or area of study, completed courses, and/or experience as a research assistant
- Exceptional verbal, written and presentation skills
- Research and data analysis experience strongly preferred
- Meticulous attention to detail with ability to manage time and tasks effectively and efficiently, and in an organized fashion
- Healthy sense of humor!!
- Commitment to cultural competency and dismantling systems that support supremacy culture
- Ability to work effectively both independently and as part of a team.
- Strong sense of self!!
- Competency in full suite of Microsoft Office applications, particularly Word, Excel, Outlook, and PowerPoint. SharePoint, OneNote are a bonus!
- Knowledge of e-file and hard file management, transcription, and other administrative procedures.
- Creative curiosity, a plus!
- Dogged work ethic demonstrated by an ability and willingness to work within tight deadlines, thrive in a dynamic environment, and respond to flexible scheduling needs
- Accountability working in a remote environment
- Social Media and Marketing experience a huge plus!
To Apply

Please send resume/CV to Lauren Palumbo at LPalumbo@ThirdSightIMPACT.com
Please also include a writing sample as per the following prompts:

1. Share a story telling me about something (anything!) you’re very passionate about and why (maximum 250 words) **AND**
2. In your own words, write about a current or past event, happening, or issue, and why it’s important, citing sources, statistics, quotes, etc. (maximum 250 words).

Please adhere to max word limits for each prompt. Incomplete applications will not be reviewed.

**Third Sight Strategies deeply values diversity, equity and inclusiveness personally and professionally, in the work we engage in as well as in our hiring practices. We work with partners from around the globe that reflect an array of cultures and communities, and we welcome candidates who share our values and commitment to social justice and decolonization. As an Equal Opportunity Employer, qualified candidates will receive full consideration by Third Sight without regard for race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.**