

Job Announcement – Project Assistant

Amanda White Consulting seeks a detail-oriented, multi-tasking pro to join the Amanda White Consulting team to assist on a number of exciting, meaningful projects. Candidates who are eager to learn, work hard, and significantly grow skills in nonprofit fund development/communication and small business administration are encouraged to apply. Amanda White Consulting offers a fun, engaging, and respectful work environment in our beautiful downtown office.

Essential Functions:

- database entry and management for multiple clients
- meeting and interview scheduling
- survey entry
- social media coordination
- assist in grant and appeal writing
- assist in capital campaign administration
- attend client meetings as needed
- other office coordination as needed

Qualifications:

- comfortable with basic computer programs
- experience with fundraising database systems a plus
- strong written and oral communication skills
- team-player, ready to assist where needed
- entrepreneurial spirit
- continual, curious learner interested in exploring creative, modern opportunities to help non-profits evolve and grow
- detail-oriented and thrives by multi-tasking on multiple projects

Details:

This is an entry-level, hourly limited term employment (LTE) position available for 10-20 hours per week through December 31, 2019, with the likelihood of becoming a permanent position and growing in hours in 2020. Compensation ranges from \$13 - \$18/hour depending on experience. The work schedule is flexible and based out of the Amanda White Consulting downtown office. After three months, employees may be given the opportunity to work from home, if desired. Select benefits are available to part-time employees. People of color, women, LGBTQ+, and veterans are strongly encouraged to apply.

From affordable housing to the arts to sustainability, Amanda works primarily with Madison-based organizations that are making our community an even better place to live. Join this growing, thriving local business!

To apply, please send a cover letter, resume, and one writing sample to amanda@amandawhiteconsulting.com no later than Monday, July 22. To learn more, contact Amanda White at [608.698.9104/amanda@amandawhiteconsulting.com](tel:608.698.9104).