

Project Assistant –ORS Impact, Seattle

About ORS Impact

Founded in 1989, ORS Impact is a nationally recognized leader in outcome-based planning and evaluation. We provide consultation for clients in the philanthropic, non-profit and public sectors and use innovative and practical approaches to promote strategic learning, accountability and decision-making. Our primary lines of business are Evaluation, Theory of Change and MLE Planning that span projects ranging from early childhood learning to arctic fisheries to national education policy. We're thought partners with our clients, and an energetic and team-oriented company whose employees are motivated by doing good work for good causes.

Project Assistant

Project Assistants play an important administrative role at ORS Impact by providing project support across our lines of business. Project Assistants work with teams of research analysts and consultants on a wide range of projects at different stages of development, contributing to a positive culture that fosters effective collaboration, intellectual curiosity, a client-focused approach and high-quality work.

The ideal candidate will be someone who is energized by juggling multiple efforts simultaneously and learning about new fields. ORS Impact team members have ongoing professional development opportunities and opportunity for growth.

Essential duties and responsibilities

The Project Assistant's primary responsibilities will be to proactively support internal project teams. Some of the activities included in these efforts are the following:

- Assist in data entry, data management and data coding
 - Manage and organize different forms of incoming surveys
 - Quality check data to make sure the data entry is accurate
 - Classify qualitative data into clear coding under direction of consultant
- Conduct background research for a variety of different tasks
 - Background research areas can consist of: potential new clients, new trends in the field, past work of current clients, etc.
- Support consultants and projects in scheduling
 - Schedule meetings for consultants (client and internal)
 - Schedule interviews for projects that require data collection
- Handle meeting logistics and prepare materials
 - Support large meeting logistics (RSVP list, food orders, etc.)

- Print, collate, and assemble meeting materials as directed by consultant (agenda, handouts, PowerPoint slides, nametags, etc.)
- Transcribe audio recordings from interviews and meetings
 - Listen to and transcribe audio recording with quick turnaround
- Attend ORS internal and client meetings when appropriate
 - Document meetings and synthesize notes as directed by consultant
- Assist in other duties as assigned

Required Qualifications:

- Associate or Bachelor's degree completed or in process
- Work experience in a professional setting
- Proficiency with Microsoft Office, particularly Word and Excel
- Demonstrated ability to work independently on multiple projects at the same time
- Demonstrated ability to be flexible and adaptable as needed to ensure team/project success
- Strong communication skills (written and verbal)
- Superior organizational skills with attention to detail
- Intellectually curious and willing to learn
- Strong work ethic
- References indicating applicant is detail-oriented
- References indicating applicant is a team player

Highly Desired Qualifications:

- Graphic design or data visualization capability
- Basic knowledge of research methods

ORS values diversity and the input of multiple viewpoints and perspectives. We are an equal opportunity employer and don't discriminate on the basis of race, color, sex, creed, religion, age, marital status, national origin, citizenship, the presence of any sensory, mental, or physical disability, veteran status, sexual orientation, gender identity, gender expression, genetic information or any other status or characteristic protected by local, state, or federal law.

This position is full time preferably but could be part-time/non-exempt and based in Seattle. Candidates must be legally authorized to work in the United States. Salary is \$18/hour with benefits.

Qualified applicants should submit a cover letter and resume, each in PDF format, to careers@orsimpact.com with your name in the subject line of the email, followed by "Project Assistant". (No phone calls please!). Applications will be reviewed through August 18. Candidates will be notified when their applications are received; applicants submitting complete applications will be notified when the position has been filled.