



Project Associate Position Posting – December 2020

Who We Are

Valley Vision is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. For the past 25 years, Valley Vision has created common ground built on facts that influence community leadership, promote collaboration, and drive change. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit (www.valleyvision.org).

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Associate Position Available

Valley Vision is seeking a highly motivated **Project Associate** to help us build an inclusive economy that works for all. The desired candidate will have a passion for the greater Sacramento region and the prosperity and well-being of all residents while thriving in a fast-paced, collaborative environment. This position will support various departments including the 21st Century Workforce and Innovation & Infrastructure impact areas.

Some activities the Project Associate will support include:

- Scheduling meetings and events
- Blog and report writing
- Project planning, implementation and support
- Connecting and communication with partners
- Meeting planning and coordination
- E-Newsletter creation and management
- Assistance with research initiatives

The ideal candidate will have prior experience in the above activities as well as possess the following characteristics and qualifications:

- Excellent communication skills; a strong writer
- Knowledge of the region
- Adaptability and flexibility
- Critical thinker
- Highly motivated
- Ability to work independently and collaboratively
- Comfortable working with a variety of software programs including Google Suite, Microsoft Word, Excel, and, PowerPoint. Familiarity with additional software and tools preferred.
- Bachelor's degree preferred

The Project Associate is a full-time, non-exempt position. Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Some telework may be available.

Compensation:

- Starting salary of \$40,000 per year with potential for advancement
- Full benefit package including health, dental, vision, life, and retirement plan
- Cell phone stipend of \$50 per month
- Paid holidays, vacation, and personal time off
- Paid time off to volunteer
- Fun and flexible work environment

Respond By:

Interested individuals are encouraged to submit a cover letter and resume in Microsoft Word or PDF format to Kari MacDonald (kari.macdonald@valleyvision.org). Please indicate "Project Associate Application – [Your Name]" in the subject line of your email submission. This position posting will close on December 22nd 2020.