Project Assistant Job Description

Job Title:	Project Assistant	Position Type:	Full time/ Part time
Location:	Victoria, BC (open to remote applicants)	Open Until:	
Salary (Determined Based on Experience)	$52k - $70k per year	Contract Timeframe:	Dec 2022 – Mar 2023 (With opportunity to extend)

Application Accepted By Email:
Please include the Subject Line:

Overview

We are looking for a Project Assistant to join the Sage Initiative team. This role will be responsible for helping to manage projects and timelines as well as research fund opportunities, meeting with Sage Initiative partners and supporting business connections as well as assisting with the development and growth of Sage Initiative. The Projects Assistant will work directly with Sage to not only plan and set development goals but work on the tasks directly to help see projects through from start to finish. Key projects will include: organization and program development of upcoming Sage Initiative training sessions, contributing to the business development of Sage Initiative in areas of administration and some basic accounting.

Role and Responsibilities

Determine the dependencies and priorities of tasks and projects.
Monitoring the progress of projects and ensuring goals are being met.
Work closely with team members on specific initiatives in marketing, curriculum development and delivery.
Work directly with Sage on development based projects.
Develop project plans as needed
Delegate project tasks to team members best suited to assist or complete as needed.
Track project performance and recognize as well as implement change as needed to meet goals.
Research funding opportunities and assist in fulfilling applications.
Clearly written internal and external professional communications.

DESIRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

Knowledge and understanding of Canadian Colonial History and Indigenous Culture

Experience in Project Management

Experience in a Fund Development - an asset

Experience in managing budgets - an asset

PREFERRED SKILLS

Self starter - Can work independently

Ability to multi-task

Written and verbal communication skills

Strong organizational skills, planning and prioritization skills

Capable of meeting deadlines

Result oriented and innovative

Excellent interpersonal skills and emotional intelligence

Proactive, self driven and strong leadership skills and ability to lead events, projects, campaigns or meetings