



Position: Project Assistant

Organization

This job opportunity is located in the Maryland Community Action Partnership (MCAP) State Association office, a non-profit based in Annapolis, Maryland. The non-profit multi-regional association was established in 1986 and advocates on behalf of Community Action Agencies and partnering organizations that serve individuals and families with low incomes who reside in Maryland, Delaware and the District of Columbia to ensure their voices are heard at the local, state and national levels.

Our office works in collaboration with a variety of public and private organizations to provide training and technical assistance, advocacy, and networking opportunities to the board of directors and staff of these agencies, as well as, as to other nonprofit organizations with similar missions.

Job Summary

MCAP is seeking an individual with impeccable organization skills, has a strong work ethic and commitment to excellence, and thrives on working on a variety of projects simultaneously.

Specifically, the Project Assistant:

The Program Assistant will provide comprehensive administrative and program support to ensure the efficient operation of programs at the Maryland Community Action Partnership (MCAP). The role involves coordinating logistics, managing communications, and supporting the execution of various programmatic activities.

Key Responsibilities:

Program Coordination: Assist in the planning and execution of program activities, including scheduling meetings, preparing agendas, coordinating logistics, and ensuring all materials are ready and available for events, meetings, and presentations.

Administrative Support: Complete a wide range of administrative tasks to support the program team, including drafting correspondence, preparing reports, maintaining contact lists, and organizing files and documents.

Meeting Management: Schedule and coordinate program meetings, take meeting minutes, and follow up on action items. Assist with planning events, and preparing materials and presentations for meetings.

Communication Liaison: Act as a point of contact for internal and external program-related inquiries. Maintain effective communication and collaboration among program staff, stakeholders, and community partners. Assist with content creation and social media platforms.

Special Projects: Support special projects by assisting with research, data collection, and analysis. Help design and produce documents, reports, and presentations.

Team Support: Assist with organizing and coordinating team activities, including staff meetings, retreats, and other program-related events. Ensure open and clear communication between team members and stakeholders.

Office Management: Assist with managing office services and supplies related to program activities. Support the development of office policies and procedures to ensure smooth program operations.

Other Duties: Perform additional tasks as assigned to support the program team and organization.

Job Type: Full-time (Hybrid)

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

QUALIFICATIONS:

Education: Applicants must have Bachelors Degree or 5 + years training and/or experience in Office Administration

Additional Competencies: Highly organized, detail oriented, enthusiastic and flexible individual who is capable of taking initiative and handling multiple projects simultaneously and is comfortable adapting to changing priorities. This person is able to exhibit critical

thinking skills at various levels of project implementation; is proficient in Microsoft Office Suite; has previous experience in providing service to the public in an office setting; possesses excellent oral and written communication skills; has excellent interpersonal skills; able to work both independently and as part of a team; able to manage priorities and time efficiently; and must have the ability to travel overnight during conferences and trainings.