



Project Assistant

Job Description

Classification

Regular, Full-Time Employee

Pay Rate

\$15-\$23/hour, Dependent on Experience

Reports to

Founder & Creative Brand Strategist

Date

7/19/2021

Summary/Objective

Spark27 Creative is looking for a full time Project Assistant to work collaboratively with our growing team. We are a full-service creative agency committed to strategic thinking, user experiences, and the implementation of creative campaigns. Delivering engaging design and experiences for our client partners is at the core of what we do.

The main duties of the Project Assistant are to ensure the continuity and efficiency of each project from start to finish through exceptional communication to all parties involved. This position handles multiple projects within a fast-paced environment and is open to constant changes and challenges. The ideal candidate will be highly organized, adaptable, and able to manage and prioritize multiple projects at once independently. An enthusiastic self-starter who is passionate about our client's success and building relationships are excellent qualities for this position.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Outstanding organizational skills and ability to prioritize tasks
2. Manage multiple project plans, timelines, resources, logistics, and budgets of all sizes within our current project management system
3. Liaison with team members to identify project requirements, goals, scope, and objectives ensuring all team members have the resources needed and deadlines are met
4. Have excellent skills for collaborating and communicating effectively with clients, team members, vendors, and business partners to foster strong working relationships
5. Proven ability to work efficiently with a strong aptitude to work within deadlines, and have a strong attention to detail
6. Develop reports and correspondence independently
7. Highly motivated with a strong work ethic and collaborative working style.
8. A team-player attitude with a flexible and resourceful approach

9. Positive and encouraging personality
10. Reliable, trustworthy, and committed to the team's success
11. Able to thrive in a high-volume, deadline-driven work environment
12. Administrative functions, including planning meetings, answering phone calls and emails, running errands, managing schedules, and booking travel accommodations

Required Competencies

- **Attention to Detail** - *The ability to be thorough and accurate when reading, interpreting, and performing tasks.*
- **Client Relations/Customer Service** - *To nurture, protect and enhance the relationship between the company and its clients or customers.*
- **Communication** - *Effectively listens and shares knowledge and information with others.*
- **Organization + Time Management** - *Ability to use time, resources, and skills effectively to achieve a goal.*
- **Problem-Solving Skills** - *Embodies critical thinking skills to work through the details of a problem to reach a solution.*

Supervisory Responsibility

This position will have no supervisory responsibilities.

Work Location

Glenwood, MN or remote.

Work Environment

Job duties for this position will be performed in a typical office environment.

Position Type/Expected Hours of Work

This is a regular, full time position, which consists of approximately 32-40 hours per week with a set schedule and some flexibility.

Travel

No travel is required in this position.

Required Education and Experience

1. Four (4) year degree or Two (2) year degree in Project Management, Marketing, Communication, Business or related field/equivalent experience
2. Previous project management experience from initiation through execution
3. Creative thinker with strong problem solving skills
4. Excellent written and verbal communication skills
5. Ability to manage multiple high priority projects in parallel
6. Excellent computer skills, including experience with Microsoft Office Suite

Preferred Education and Experience

1. Experience using project management tools
2. Social Media Management and Marketing experience

Work Authorization

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

EEO Statement

Spark27 Creative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Spark27 Creative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Apply

Fill out an application and attached your resume and cover letter for this position at careers.spark27creative.com