



JOB ANNOUNCEMENT

Position: Project Associate
Applications Due: May 27, 2022

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 28 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 support the Listos California Community Resilience project. This project, funded by the California Governor's Office of Emergency Services (Cal OES), seeks to bolster the ability of diverse and vulnerable residents to prepare for, respond to, and recover from emergency events.

The desired candidate will have a passion for fostering the safety and well-being of all residents, and must be able to thrive in a fast-paced, collaborative environment.

Some activities the Project Associate will support include:

- Assisting with planning, coordinating, and scheduling of meetings and events
- Facilitating communication among all project partners
- Establishing and maintaining inventories of assets produced for the project
- Coordinating distribution of materials produced for the project

- Conducting research to support the development of materials and trainings required for the project
- Assisting with performance monitoring
- Drafting reports
- Building and maintaining contact lists

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
- 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.

Compensation:

- Starting salary of \$45,000-\$47,000 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 sick time
- Paid time off to volunteer
- Fun and flexible work environment

Respond By: May 27, 2022

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 – Listos California – [Your Name]" in the subject line of your email submission.