

Project Support Specialist

Position type: Hourly

Campus: University of Massachusetts Donahue Institute (UMDI)

Department: Nonprofit Funding & Fiscal Solutions

Primary Work Location:

100 Venture Way, 3rd Floor, Suite 9, Hadley, MA 01035

Normal Work Schedule:

This is a part-time hourly position; on average 10 to 20 hours per week based on NFFS needs and student availability.

Job Summary:

The University of Massachusetts Donahue Institute (UMDI) is a public service, outreach, and economic development unit of the University of Massachusetts, providing government, business, and non-profit organizations with effective solutions in the areas of research, organizational development, training, and technical assistance through its ten distinct business units. UMDI has a budget of approximately \$23 million per year and employs approximately 130 full-time professional employees, and 50 part-time, seasonal, and undergraduate and graduate student employees.

Nonprofit Funding & Fiscal Solutions (NFFS) is one of ten UMDI business units. NFFS is committed to helping organizations and partnerships grow, adapt, and transform to meet the urgent needs of a changing world. While focusing on big ideas, deep thinking, and constant learning, our staff and consultants are experienced subject-matter experts and leaders in project management, community engagement, planning and evaluation, communications, fund development, and nonprofit sustainability. We are deeply committed to building networks among the BIPOC and LGBTQIA+ communities, and among individuals of diverse economic and educational backgrounds. NFFS values its clients as visionaries, leaders, and experts in their respective fields.

- Healthy Relationships, funded by the MA Department of Public Health
- Massachusetts Farmland Action Plan, funded by the MA Executive Office of Energy & Environmental Affairs

The NFFS Project Support Specialist will assist with a wide range of project-related support tasks, in particular related to Healthy Relationships and the MA Farmland Action Plan. Primary responsibilities include but are not limited to: project-specific coordination and communication with UMDI staff/consultants, organizational partners, clients, and funders; meeting facilitation; and various administrative tasks.

Essential Functions:

The essential functions of the Project Support Specialist include, but are not limited to:

- Coordinate project activities through scheduling, logistics support, and providing technical support to meetings, interviews, focus groups, etc.
- Take and distribute meeting notes, organize and distribute materials and other resources, maintain organizational processes, and prepare materials for presentation.
- Assist with producing and assembling PowerPoint decks.

- Prepare and/or review client deliverables, including written reports and presentations, charts and other visuals.
- Compile information from published and internet sources, surveys, and interviews.
- Assist with survey development, posting surveys online, and managing their administration.
- Support trainings, including coordinating logistical requirements and the production and distribution of materials before, during, and as follow up.
- Assist with project and organizational support by researching, transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data.
- Provide internal and external customer support as needed.

Other Functions:

- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):

- Two to three (2-3) years of undergraduate education.
- Microsoft Office Suite proficiency.
- Ability to work on site at 100 Venture Way in Hadley, MA and/or work remotely, including reliable access to high speed internet and a computer.
- Demonstrated ability in the following areas:
 - Excellent written and verbal communications skills
 - Strong organizational skills, attention to detail, and a high level of accuracy
 - Ability to prioritize, manage time, and be flexible in response to changing client needs and deadlines in a very fast-paced environment
 - Ability to work independently and as part of a team
 - Applicant must be a UMass Amherst undergraduate student.
 - Ability to present documentation establishing authorization to work in the United States.
 - Commitment to working with diverse populations, including BIPOC and LGBTQIA+
- BIPOC and/or LGBTQIA+ individuals encouraged to apply.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):

- Academic major in human resources or a similar field.
- Eligible for work study.

Working Conditions:

- Multiple hours in stationary position, working on site or remotely using office equipment and computers, attending meetings, working closely and collaboratively with others.
- On-site office at Venture Way is a busy, open office area with multiple interruptions and requests for assistance.
- Some moving and transporting of supplies up to 20 pounds.
- The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:

- Applicants must be current UMass Amherst Undergraduates.
- This is an hourly non-benefited position.
- This position is intended to be for the 2021/22 academic year and may be extended to 2022/23 academic year, contingent upon funding.

- Pay rate range of \$14.25-\$16.00/hour.
- To be considered for the position, please submit a cover letter, resume, a list of three (3) references, course schedule, and amount of Federal Work-Study award (if applicable) to nffsrecruitment@donahue.umass.edu.