



## Job Description

# Project Assistant

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### THE OPPORTUNITY

FirstPic, Inc. is a dynamic consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs, Sea Research Foundation, Cal Ripken Sr. Foundation and many others. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The Project Assistant position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development program consulting, working directly with programs providing services to youth, and gaining experience in managing federal funding. Located in Gambrills, MD, FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need.

### RESPONSIBILITIES INCLUDE:

- Working with subgrantees to develop detailed program budgets
- Reviewing financial reimbursement requests for completeness, allowable costs and appropriate documentation
- Tracking financial reimbursement requests of subgrantees
- Conducting outreach via phone calls and email to local sites to ensure timely submission of financial reimbursement requests
- Communicating deadlines for financial reimbursement requests to subgrantees
- Participating in trainings for finance staff at subgrantee agencies
- Providing technical assistance by phone and email for financial staff at subgrantee agencies
- Assisting in other project related work as requested
- Providing general administrative support to project team
- Taking notes during conference calls and meetings and writing summary documents

### REQUIRED SKILLS

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment
- Strong math skills and attention to detail are necessary
- Ability to take initiative and maintain a team-orientated approach to work
- Demonstrate a high degree of flexibility and adaptability
- Display enthusiasm and commitment, maintain a positive "can-do" attitude
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members
- Must be able to work with minimal supervision and manage multiple tasks simultaneously
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors

## **ADDITIONAL INFORMATION:**

- Degree required
- Salary in the \$30s
- Benefits include paid leave, health insurance, and 401K

## **NEXT STEPS**

- Please submit a resume and cover letter (with salary requirements) to [recruitment@firstpic.org](mailto:recruitment@firstpic.org). Please include the job title in the subject line of the email. PDF format preferred.