



## Job Description

# Project Assistant

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### THE OPPORTUNITY

Located in Gambrills, MD, 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. Our work is highly focused on working with organizations that serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need throughout the country. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of projects with a focus on communicating with clients, tracking and reviewing client reports, and ensuring timely completion of grant requirements. This position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development program consulting, working with youth program providers, and gaining experience in managing federal funding.

### 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.
- 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.
- Strong math skills and attention to detail are necessary.

### RESPONSIBILITIES INCLUDE:

- Reviewing financial reimbursement requests for completeness, allowable costs and appropriate documentation.
- Tracking financial reimbursements of subgrantees.
- Conduct outreach and phone calls to local sites to ensure timely submission of financial reimbursements.
- Communicating deadlines for financial reimbursements to subgrantees.
- Participating in trainings for finance staff at subgrantee agencies.
- Providing technical assistance by phone and email for financial staff at subgrantee agencies.

- Review program reports submitted by subgrantees.
- Draft program reports and newsletter articles.
- Assisting in other project related work as requested.
- Provide general administrative support to project team.
- Take notes during conference calls and meetings and writing summary documents.

## **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.