

RESOLVE
Position: Project Assistant
Posting Date: March 3, 2010
Applications Accepted until Position is filled

RESOLVE, a non-profit organization in Washington, DC is seeking a project assistant.

Organization Overview: RESOLVE is an independent organization focused on helping diverse groups solve environmental, social, and health problems. We work with leaders in communities, governments, businesses, non-profits, academia, and foundations to find solutions that make a difference for society. We are based in Washington DC and work on local, regional, national, and international projects. We assess situations for collaboration possibilities, design collaborative strategies and processes, facilitate dialogues, and mediate differences that lead to solutions. Our project areas include sustainable agriculture, product stewardship and certification, healthy ecosystems, energy, natural resources, climate change, public and environmental health.

Responsibilities: The project assistant will assist RESOLVE senior staff in all aspects of collaboration and consensus building including:

- Researching issues, policies, groups, and organizations for collaborative projects;
- Conducting research on donors, foundations, and RFP's, and collaboration opportunities;
- Contributing to proposals, work plans, and project budgets;
- Reviewing and compiling training materials;
- Tracking project timelines and deliverables and coordinating activities for projects;
- Arranging logistics for conference calls, meetings, and trainings;
- Maintaining project databases and sending information to project participants;
- Drafting project correspondence, reports, and presentations;
- Taking meeting notes and writing meeting summaries and reports;
- Tracking project budgets and administering project management information;
- Draft outreach and promotional materials for RESOLVE website, newsletters, and reports.

Qualifications: Qualified applicants will have a Bachelors degree in a conflict resolution, public policy, or environmental area, demonstrated knowledge of environmental, health or natural resource collaboration, and 1-3 years of experience with environmental, health or natural resource issues. Candidates must possess excellent organizational, analytical, and communications skills, the ability to balance many projects and priorities simultaneously, prioritize and complete work with minimal supervision, meet deadlines, work in a team, take initiative, and perform detailed tasks accurately. Proficiency with computers, databases, word processing, and spreadsheets is also required.

Salary is negotiable based on references, skills, and experience. RESOLVE offers excellent benefits including medical and dental insurance, long-term disability, retirement and education contributions, generous family, vacation, and sick leave.

Candidates interested in applying please submit a cover letter with relevant experience, resume, and salary history at:

<http://tbe.taleo.net/NA6/ats/careers/requisition.jsp?org=THEHRTEAM&cws=1&rid=39>

RESOLVE values enhancing the diversity of its staff and is an equal opportunity employer.

(PLEASE NOTE: Emails and Phone Calls to Resolve staff regarding this job posting will disqualify you from the application process - You must follow the link provided, complete the form and upload your resume in order to be considered. Thank you.)