



Job Description

Youth Development Project Assistant

THE OPPORTUNITY

FirstPic, Inc. is a dynamic management 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 of America, 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 Youth Development Project Assistant position is a fantastic opportunity for an individual interested in gaining broad exposure to youth development program consulting, working directly with youth program providers 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.

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 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.
- 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.

RESPONSIBILITIES INCLUDE:

- Reviewing online progress reports and responding to clients with updates.
- Collect stories from reports and outreach to include in newsletters and in online posts.
- Conduct outreach and phone calls to local sites to ensure timely submission of grant materials, reports and documentation.
- Provide general administrative support to the project team.
- Organize and maintain project files.

- Proofread, fact-check, edit, research and assist in preparation of materials.
- Arrange scheduled conference calls, and coordinate logistics for meetings, conferences, workshops and trainings.
- Assist with conference, workshop or meeting preparation including set-up, printing and shipping of materials.
- Support proposal preparation, including document formatting, document conversion, copying proposals, and quality control of proposals.

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. Please include the job title in the subject line of the email. PDF format preferred.