



Morten Group

Morten Group, LLC Project Assistant

Morten Group, LLC, a national consulting firm based in Chicago, was established in November 2001 to focus on clients in the nonprofit, for-profit, and foundation fields. Services include diversity, racial equity, and inclusion assessments and trainings; executive searches; research; and organizational development. Our work is centered on a commitment to transformation through education, assessment, and action.

We are searching for a full-time Project Assistant to assist with the efficient day-to-day operation of the firm, manage the President's calendar, and support the administrative needs of client-based projects. This position reports directly to the President, Project Director, and Project Manager and collaborates with them on the following:

Primary duties and responsibilities (include but are not limited to):

- Scheduling and management of the President's appointments directly and via Calendly
- Scheduling and management of external appointments including, but not limited to: screening interviews, assessment interviews, and external meetings
- Assistance for Project Director and Manager as needed with day-to-day administrative support and office operations
- Administrative assistance for consultants with tasks as-needed
- Logging and tracking applications for all executive searches
- Preparation and distribution of staff meeting and external meeting agendas and notes
- Preparation of any printed documents and overall planning assistance for meetings, retreats, etc.
- Updates to company calendars, contact lists, and other archival records, as needed
- Organization and upkeep of Asana project management software, Zoom, TSheets, Doodle Poll, Dropbox, and Survey Gizmo

- General administrative duties as needed
- Other duties as assigned

Mandatory job qualifications:

- Excellent communication skills, both verbal and writing (demonstrated proofing and editing skills a plus for others' and own work)
- Highly organized, able to set priorities and needed deadlines, with a demonstrated ability to multi-task
- Must possess strong attention to detail
- Experience and/or knowledge of the nonprofit sector preferred; demonstrated interest in social justice
- Must be familiar with Microsoft Office Suite
- At least 2-3 year's experience in administrative support or related field
- Bachelor's Degree preferred, though not required

Rate and Hours:

- This is a full-time position, at 40 hours per week. Pay rate is \$18.00 - \$21.00 per hour, commensurate with experience.
- Payment is made every other Friday for two weeks at a designated time and timesheets are to be submitted weekly.

To apply, please email a cover letter and resume to inquiry@mortengroup.com. No phone calls please. For best consideration, please submit application materials by Tuesday, October 20, 2020.

Morten Group, LLC is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, pregnancy status, gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors.