



1335 Bardstown Road  
#116  
Louisville, KY 40204  
(502) 694-1976  
[info@nextstepus.org](mailto:info@nextstepus.org)

## Next Step Network

### Project Management Specialist

Next Step is looking for an analytical and strategic thinker who is highly organized and eager to begin their career in the nonprofit field. You might be the person we need if you can demonstrate some project management knowledge; you have a reputation for being exceptional at organizing and prioritizing work; you possess strong verbal and written communication skills; have an ability to prioritize time and demonstrate a sense of urgency; and understand the value of coordinating teams, deliverables, and deadlines.

#### General Purpose

The Project Management Specialist is an entry-level, career-building position to support the entire Next Step Team. The job requires assisting staff in planning, managing, communicating, tracking results, and reporting on projects from ideation to completion. This role involves interaction with various internal and external stakeholders, often working on several moving project parts simultaneously.

This position is remote/virtual and reports directly to the Controller. It is a part-time, temporary position of 32/week. There may be an opportunity to renew for an additional six months, based on the organizational needs and the candidate's desires. We seek a highly analytical, well-organized candidate with experience with spreadsheets/databases and who is technologically astute. The candidate must have excellent written and verbal communication skills and be comfortable assisting with online presentations and webinars.

#### Job Responsibilities

- Coordinating and convening the teams, partners, vendors, and consultants for the execution of projects.
- Creates and executes project work plans, and timelines, and revises them as appropriate to meet the changing needs and requirements of day-to-day operations.
- Schedule meetings, develop agendas, note-taking, Salesforce documentation, follow-up execution, and management.
- Prepare written project status reports, PowerPoint presentations, and Salesforce data entry and reporting on project opportunities and contracts.



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- Assisting with projects delivered on time, within the scope and budget, optimizing and improving processes and the overall approach where necessary.
- Manage all incoming and outgoing project documentation and maintain comprehensive project documentation.
- Manages contracts, documentation, and deliverables and coordinates invoicing with the finance team.

### General Qualifications

- Advanced Microsoft Office skills, including Excel, Word, PowerPoint, and Outlook.
- Salesforce skills are a plus, but training will be made available.
- Project management software knowledge is a plus. Training will be made available for TaskRay integrated with Salesforce.
- Ability to keep and maintain confidential and secure record information.
- Strong organizational, project management, multi-tasking, and problem-solving skills, with attention to detail.
- Ability to communicate orally and in writing; proofing of emails and documents required; accuracy and grammar skills are vital.
- Embodies a positive attitude and a “get it done” approach to work and tasks.
- Desire to work in a dynamic environment, have self-starter initiative, and have a sense of responsibility.
- Ability to manage multiple complex calendars and send/track meeting invitations.
- Ability to learn new skills quickly.

### Education and Experience

- Bachelor’s degree required
- Must be able to devote 32/week
- Experience working from home is a plus

### To Apply

To apply, please email your resume and letter of interest to [s.trent@nextstepus.org](mailto:s.trent@nextstepus.org). We will begin accepting applications on July 1, 2022, and continue to receive them until the position has been filled. Only those candidates selected for an interview will be contacted.