

IMAGINE DELIVER | PROJECT ASSISTANT

Imagine Deliver is a growing startup. We wear many 'hats' and offer everyone opportunities for leadership. We're a small team, so we all work closely together with the shared goal of growing the business, delivering excellence and having fun. This is an entry-level role, with opportunities to grow quickly in a fast-moving environment.

The Project Assistant is a role that requires empathy, organization, analysis and relationship-building skills. **An ideal candidate will be a creative 'doer' who approaches every project with an equity perspective.**

As a Project Assistant, a typical day might include the following:

- Engaging with members of the public during client events
- Coordinating events (scheduling, organizing, gathering materials)
- Researching and learning about diverse topics
- Capturing and editing meeting notes
- Building relationships with clients and members of the public
- Writing documents and preparing deliverables (written reports, etc.)
- Supporting business development activities on behalf of the company
- Meeting preparation (booking rooms, making coffee, setting up snacks, welcoming guests, contract staff oversight)
- Administrative support
- Website management support
- Assisting with the creative delivery of projects according to customer needs and objectives
- Executing our social media, while collaborating with marketing vendors, collaborators, and teammates

This role is broken down as follows:

- 40% Research, data collection and analysis
- 30% Writing and communication
- 20% Community engagement and event logistics
- 10% everything else it takes to build a startup on a small and nimble team

This role might be for you if:

- **You have a growth mindset.** You have a love of learning and learn quickly. This, coupled with personal resilience, means you work hard until you achieve your goals. You don't give up easily.
- **You pay attention to the details.** As far as you're concerned, anything worth doing is worth doing with excellence, and you take pride in small successes - and celebrate tasks marked complete.
- **You have a great sense of humor.** You like to laugh and build play into your daily routines.
- **You are kind.** You are generous with yourself and others.
- **You are comfortable with uncertainty.** You will be reporting to a leader who moves quickly by necessity, and are joining the company during a growth phase. When change happens, you 'roll with it,' asking good questions to help your team clarify its needs along the way.
- **You seek honest and direct feedback.** You want access to a team who invests in you personally to help you accelerate professionally. You are willing to provide the same.
- **You know when to ask questions.** You thrive in a fast-paced environment, and to keep pace, you proactively ask questions of yourself, your team and your boss, to ensure your own success and the success of the group. Questions like:
 - How long should this task take me?
 - Where can I find more information on ____?
 - What happens next?
 - How should this look when it's ready to go?
 - How can I be most successful in accomplishing ____?
- **You are motivated and driven.** You volunteer for new challenges without waiting to be asked. You are going to take ownership of the time you spend with us and truly make a difference.
- **You are creative.** You have great ideas and aren't afraid to share them.
- **You practice self-awareness.** Working for a startup is both challenging and fulfilling. You're honest about your own needs and are assertive about refilling your 'fuel tank.'
- **Building a fair community is important to you.** You understand concepts of intersectionality and you are self-aware about your own identity. You live values of allyship and justice, and are ready to do your daily work on a very diverse team.



Compensation & Benefits

- **Fair compensation that grows with you.** We are committed to fair compensation, pay equity and salary transparency. This role is a full-time salaried position.
 - **Base Salary:** This role has a \$38,000/year base salary.
 - **Annual Bonus:** this role is subject to a 5% annual bonus depending upon firm profitability and yearly revenue targets.
 - **Sales Bonus:** Every employee gets credit for the sales they bring into the company, no matter what role they play with us.
- **Benefits.** Imagine Deliver cares about your wellbeing.
- We provide a \$150/year health care contribution.
- All full-time employees can take advantage of unlimited paid time off (up to 5 days per event).
- **Planned advancement.** Every 6 months, we'll review your work and find ways for you to grow. This is the last time you'll have to seek a growth opportunity with Imagine Deliver.

What doing a 'great job' looks like:

- **Consistently shows up on time.** On-time means within 5 minutes of estimated arrival for daily work, and 15 minutes early for client-related meetings.
- **Communicates proactively.** If something changes, you let your direct team members know with as much advance notice as possible by phone and/or email.
- **Demonstrates poise.** You are self-aware about your role and your surroundings. You pay attention to complete sentences and word choices.
- **Work-appropriate apparel.** This means attention to detail with clean, coordinated clothing. Natural hair, hijabs and other head coverings, tattoos, facial hair, piercings, and any other attire that is meaningful or important to your identity are welcome and supported here.
- **Demonstrates resourcefulness.** You try to figure it out first. If it takes more than 15 minutes to figure out, then you ask for help. If you need tools or training to be successful, you request them, and we provide them.
- **Maintains a positive attitude.** Skill mastery won't always come easily. You understand that how you approach a challenge is the best indicator of future success. You are not easily discouraged - you have a tenacious attitude and use failure as an opportunity to refine your skills.

- **Sends thoughtful, error-free emails.** You are confident communicating with executives and you do so with detail-orientation and precision. You use correct name spelling, punctuation and salutations, using spell-check before hitting 'send'
- **Meeting materials excellence.** You can create an agenda, a slide deck, a template, a spreadsheet and a set of notes without any help or editing.
- **Shows good time management.** You ask about timelines and you stick to them.
- **Commits to organizational systems and processes.** You use a to-do list, task management process, editorial checklist, etc. so nothing falls through the cracks.
- **Mastery of logistics.** You can book a room, arrange a web conference, order meeting snacks and set everything up before your boss arrives without being asked.
- **Excellent listening.** First, you seek to understand. Your habit of curiosity helps ground your team. Empathic questions are part of your job.
- **Creative recommendations.** You come to a meeting with 'well-baked' ideas and recommendations, sharing them freely in internal team meetings and one-on-ones, and asking for direction on how to socialize them externally, where relevant. 'Well-baked' means there's a clear question, proposal, model or approach developed ahead of their presentation.
- **Moves with pace.** You have urgency in how you complete tasks and do not wait for others. You know how to prioritize in order to contribute to what's needed next.
- **Fluency and comfort using new technologies.** We use technologies like Google apps for business, Loom, Canva, Gusto, Monday.com, Upwork, Harvest, Hubspot and numerous other internet services to streamline our work.

Who will I be reporting to?

This position reports directly to the Founder & Managing Director, who identifies as a cis-gender white, Muslim woman. You will also be collaborating closely with a very diverse core team.

What's in it for you?

- **Your future is here.** We are a tight knit team who wants to learn, grow and celebrate together. We want you to build a pathway to your next step within our company (or elsewhere). Startups are a place for initiative-takers, so that means with hard work, you can dream up your next move, and claim the place you want on our team.
- **Build a great resume.** We'll give you all the credit for every piece of work you do at Imagine Deliver. You'll often find that we don't have all the answers, and we want you to suggest and create solutions. You can stack your resume in a short amount of time. We won't limit you by your job description. We want to see you thrive here and everywhere you go.

Requirements

- A lived commitment to equity and justice
- Bachelor's Degree or 1-4 years equivalent life experience
- Experience and interest in community engagement and organizing
- Interest in a fast-paced environment

How to apply?

Send your resume to hello@imaginedeliver.com, cc'ing Theon Masters (theon@imaginedeliver.com). Applications will be accepted on a rolling basis.

Please do not include a cover letter - instead, send us an email with your resume as a PDF attachment, introducing yourself and sharing a bit about what makes you a great fit for our company.

Please note: A critical requirement for this job is attention to detail and a demonstrated ability to follow instructions. If you do not pay attention to these instructions, we will not consider your application.

Start date: September 3, 2019