



Position Title: Project Assistant

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, and other sexual orientations, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a full-time Project Assistant for the Bringing Recovery Supports to Scale Technical Assistance Center Strategy (BRSS TACS) project.

Responsibilities:

- Provide administrative support to project staff, including scheduling trainings, conference calls, meetings, and travel; coordinating communication among project teams; and supporting a range of project management functions.
- Manage virtual meetings and webinar technology.
- Assist in processing of expense reports.
- Participate in proposal preparation by providing support, formatting documents, tracking deadlines and delivery schedules, and assembling materials.
- Provide support in preparation of upcoming conferences/events, such as preparing necessary materials and shipment of supplies.
- Prepare business correspondence and project reports with close editorial supervision.
- Attend meetings and training events with senior staff.
- Input data and manage spreadsheets and databases.
- Assist in the preparation and construction of presentations.
- Other duties as assigned.

Requirements:

- Bachelor's degree in social sciences, human services, research/evaluation, communications, or related field or two years of administrative experience preferred.
- Excellent organizational and communication skills.

- Intermediate to Advanced skill level in Microsoft Word, Excel, and Outlook.
- Experience with online learning management systems and platforms preferred.
- Experience organizing virtual meetings preferred.

Location: The Center for Social Innovation's main office is in Needham, Massachusetts. We also have employees living across the U.S. The position is a Massachusetts-based position.