

Project Assistant

Practice Group – Non-Exempt

Date: 11/24/2020

Reports to: Project Directors/Managers, Practice Director and Fellowship Director

Company Conformance Statement

All Meridian Institute positions require individuals to be self-starters with professional and exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment, juggle multiple deadlines and project teams.

Primary Objective of Position

Project Assistants support the development and progress of Meridian projects, both domestic and international, that focus on a wide variety of challenging substantive issue areas. Project Assistants actively engage with dynamic teams focused on helping design and facilitate collaborative public policy processes by contributing research, writing, project management, and other types of support to teams. Project Assistants can be responsible for a wide range of duties, which differ depending on the project team assignments as well as the individual's skillsets and interests.

Essential Areas of Accountability

- Take detailed notes for internal and external teleconferences and meetings in order to document the range of perspectives, capture key points and next steps, and draft meeting summaries.
- Draft various types of documents including meeting summaries, research reports, surveys, interview synthesis and takeaways, press releases, letters, slide decks, and more.
- Conduct research, including tracking public policy developments, preparing literature reviews, identifying stakeholders, and gathering background information to support project teams in a variety of ways.
- Participate in and document interviews or otherwise engage participants in Meridian processes, including leaders of the private, non-profit, and government sectors.
- Assist in planning regional, national, and international projects and meetings.
- Support the preparation of grant proposals and grant reports, helping project teams effectively liaise with funders.
- Provide administrative support for client funded and inter-organizational project teams including, but not limited to attending and supporting domestic and/or international

meetings, maintaining spreadsheets, including grant tracking spreadsheets and databases, and maintaining websites.

Knowledge and Skills Required

- Bachelor's degree in a relevant field.
- Strong written and oral communication skills, synthesizing, and communicating complex information across an array of audiences.
- Experience with qualitative and/or quantitative research.
- Strong attention to detail, copy-editing, and note-taking skills.
- Ability to handle multiple tasks at once, manage time effectively, and receive and balance direction from multiple Project Directors.
- Passion for the issues and work that Meridian is involved in, ability and willingness to learn, and ability to work independently and be self-motivated.
- Experience and enthusiasm for effectively working as part of a team. Ability to work with people from culturally diverse backgrounds.
- Proficiency with Microsoft O365 (Word, Excel, Outlook, Teams, SharePoint, OneNote, PowerPoint) and other commonly used computer programs and technology, such as social media, as well as the ability to learn and deploy new and evolving technologies and tools.

Personal Requirements

- May be required to attend to business related to projects outside of normal working hours as needed, due to the location and nature of the project.
- May be required to work overtime hours as needed to meet project goals and deadlines.
- May be required to travel domestically or internationally dependent upon the project need.
- Required to conduct themselves in a courteous and professional manner at all times.

Equipment Provided

- Laptop Computer
- Mobile smart phone

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.