



The Leever Foundation

JOB POSTING: Part-Time Research & Operations Support Specialist

ABOUT THE LEEVER FOUNDATION

Founded in 1991 by Harold and Ruth Ann Leever, The Leever Foundation is a private foundation dedicated to supporting opportunities for people in Waterbury Connecticut, especially children, to fulfill their potential. By working collaboratively with communities, learning experientially and staying grounded in a core set of values, The Leever Foundation is steadfast in its support of place-based transformational change efforts towards a just and equitable society.

POSITION SUMMARY

The Leever Foundation seeks an energetic, outgoing and motivated individual who can work independently and on a flexible schedule to support the administrative and operational efforts. This is an hourly, part time independent contract position with an expected time commitment up to 20-25 hours weekly. The hourly rate is starts at \$29 per hour and is dependent on the level of experience and qualifications.

The Research and Operations Specialist position is designed to operate primarily as a remote position. The ideal candidate will be based in Connecticut or have a solid understanding of the state's landscape, with the ability to handle administrative projects and deliver high-quality, independent work under the supervision of the Foundation's Chief Executive Officer.

ESSENTIAL DUTIES

- Schedule appointments/meetings and maintain organizational calendar
- Meeting Support: organization, prep, tech, notetaking, transcription and basic follow-up
- Organize and maintain files (electronically) and legacy information
- Answer general information requests
- Monitor and follow-up for administrative emails
- Update and maintain organizational and correspondence templates
- Assist with drafting organizational updates and other communications materials
- Support the implementation of internal policies and procedures
- Establish and maintain a basic social media presence
- Assist in planning and coordination of retreats and other events
- Review and create summaries of previous portfolios and legacy files
- Research organizations, projects and initiatives and create summary files
- Coordinate information gathering for website and other projects

QUALIFICATIONS

The position requires someone with excellent written and oral communication skills, exceptional organizational skills and demonstrated initiative. Knowledge of MS Office suite; research skills and experience working with CT nonprofits highly preferred. Familiarity with using social media as an outreach strategy a plus. Bachelors or Associates Degree and at least five years relevant work experience in fields related to philanthropy or non-profit sector.

Additional knowledge, skills and abilities:

- Self-starter that can work independently and also a team player attuned to group dynamics
- Excellent organizational and time-management skills
- Experience with data collection, analysis, reporting
- Exceptional computer skills, especially MS Office, Google Suite and cloud-based tools
- Demonstrated experience in implementing policies and procedures
- Commitment to continuous learning regarding structural change and racial justice

HOW TO APPLY: Send resume and cover letter to hr@sterlingfoundations.com