



# Leever Foundation

## JOB POSTING: Part-Time Research & Operations Support Specialist

### ABOUT 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, Leever Foundation is steadfast in its support of place-based transformational change efforts toward a just and equitable society.

### POSITION SUMMARY

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 of up to 20-25 hours weekly. The hourly rate 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 an 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 on 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 are highly preferred. Familiarity with using social media as an outreach strategy is a plus. Bachelors or Associates Degree and at least five years of relevant work experience in fields related to philanthropy or the 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](mailto:hr@sterlingfoundations.com)