



January 9, 2012

Position Title: Project Assistant
Department: Operations
Reports to: Chief of Operations

Position Description

EnCompass LLC seeks a project assistant to be based out of the EnCompass office in Rockville, MD. Reporting directly to Chief of Operations, the project assistant will join the EnCompass team to provide support for a range of company projects with an emphasis on business development and human resources.

Company Description

EnCompass LLC is a small, women-owned consulting firm based in the Washington, DC area. Since 1999 EnCompass has worked in the United States and internationally with government, international organizations, and in the non-profit and private sectors. EnCompass provides a core group of services: technical assistance and evaluation, leadership and organization development, and training and facilitation. Clients include international and national organizations, such as USAID, the World Bank, and UN agencies. (To learn more about EnCompass, please visit our website at www.encompassworld.com)

Position Duties and Responsibilities

Essential functions include:

- **Business Development**
 - Support recruitment and staffing of proposed project teams
 - Prepare resumes and other documents for proposal submission
 - Support proposal development and production
 - Populate and maintain proposal and project data base
 - Update Business Development documentation and tracking systems
- **Human Resources**
 - Support staff and internship recruitment processes
 - Maintain and update staff and consultant on-boarding materials
 - Maintain consultant database and conduct searches as needed
- **Project Support**
 - Assist with project-related research and data collection activities
 - Assist with the development, formatting and editing of project products and reports
 - Manage the logistics of and coordinate content development for meetings, conferences, trainings, and other project-related events
 - Data entry as required
- **Other duties as required**



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Position Requirements

Academic Qualifications

- Bachelors Degree and 2 years of relevant experience
- Masters Degree and 1 year of relevant experience

General Qualifications

- Excellent written and verbal communication skills
- Interest in International Development
- Ability to research and synthesize complex information from a variety of sources
- Ability to establish and maintain working relationships with a diverse group of staff
- Ability to manage time and prioritize tasks, producing quality products within tight time constraints
- Demonstrated experience in working on multiple priorities consecutively and sequentially and meeting quality standards for accuracy, attention to detail, and timeliness
- Ability to proofread and edit for punctuation, grammar, spelling, and clarity
- Demonstrated knowledge and competence in the use of software applications: word processing, spreadsheet, database, presentation, web and email applications (Microsoft Office preferred); knowledge of HTML, FrontPage, and Dreamweaver a plus
- Demonstrated administrative, organizational and work management skills
- The ability to work independently and collaboratively as needed

How to Apply

Please forward cover letter and resume to HR@encompassworld.com.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.