



JOB ANNOUNCEMENT

Position: Project Associate

Date: August 2024

Applications Due: Open until filled

Who We Are

Valley Vision is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. For the past 30 years, Valley Vision has created common ground built on facts that influence community leadership, promote collaboration, and drive change. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit www.valleyvision.org.

Our Values

- **STEWARDSHIP:** We exist to serve our communities to advance social equity, environmental sustainability, and economic prosperity.
- **COLLABORATION:** We value building genuine connections that honor our communities and partners.
- **COURAGE:** We are willing to do hard things.
- **PASSION:** We are energized by our work and our communities.

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Associate Position

Valley Vision is seeking a highly motivated **Project Associate** to help us build an inclusive

economy that works for all. The desired candidate will have a passion for the greater Sacramento region and the prosperity and well-being of all residents while thriving in a fast-paced, collaborative environment. This position will primarily support the [We Prosper Together](#) initiative, with opportunities to support other projects and impact areas, as needed.

Some activities the Project Associate will support include:

- Scheduling meetings and events
- Blog and report writing
- Project planning, implementation and support
- Connecting and communication with partners
- Meeting planning and coordination
- E-Newsletter creation and management
- Assistance with research initiatives
- Tracking community participation and incentives

The ideal candidate will have prior experience in the above activities as well as possess the following characteristics and qualifications:

- Excellent communication skills; a strong writer
- Knowledge of the region
- Adaptability and flexibility
- Critical thinker
- Highly motivated
- Ability to work independently and collaboratively
- Comfortable working with a variety of software programs including Google Suite, Microsoft Word, Excel, and, PowerPoint. Familiarity with additional software and tools preferred.

The Project Associate is a full-time, non-exempt position. Occasional statewide and regional travel will be required for the position.

Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Valley Vision currently operates in a hybrid work environment, with the ability to either work from home or from the office, depending on project needs. In office presence may be required for staff meetings or other needs on a monthly or more frequent basis. Presence in the Sacramento area is needed to facilitate ad hoc, in person meetings with client and other stakeholders.

Compensation:

- Starting wage of \$23.00 to \$25.00 per hour (approximately \$47,840 to \$52,000 per year), depending on experience.
- Full benefit package including health, dental, vision, life, and retirement plan
- Cell phone/Internet stipend of \$75 per month

- 16 paid holidays per year
- 10 days of paid vacation, 15 days after 4 years of employment
- 10 days of sick time
- Paid holidays, vacation, and sick time
- Paid time off to volunteer
- Fun and flexible work environment

Respond

Interested individuals are encouraged to submit a **cover letter** and **resume** in Microsoft Word or PDF format to hr@valleyvision.org. Please indicate "Project Associate Application – [Your Name]" in the subject line of your email submission. The position will only remain open until the successful candidate is selected, so interested parties are encouraged to respond promptly.