



---

## Job Description

# Project Assistant

A Project Assistant works with the Project Manager, following directives in a support role within the Executive Office of Institute for Leadership and Public Policy.

This might include handling details related to conducting research, drafting reports, keeping project management tracking systems updated and fielding calls and managing correspondence from project team members.

The duties of the Project Assistant, are as follow:

- Assisting in the implementation of the projects.
- Assisting Project Manager in the realization of the position duties.
- Communicating with parties involved in the project.
- Office administration.
- Assisting on Social Media maintenance.
- Assisting in project proposal writing.
- Assisting in project reporting.

