



## Job Posting: **Project Associate – Entry Level**

*February, 2010*

Valley Vision ([www.valleyvision.org](http://www.valleyvision.org)), a regional 501C-3 nonprofit, is a recognized leader in designing and guiding community change efforts to improve prosperity, social equity, and the environment in the six-county Sacramento Region.

We are seeking a new *Project Associate*. This entry-level role is intended to provide the basic skills and experiences that will allow a motivated individual to grow and mature within our organization. In this position one will learn and perform basic office and administrative functions; through interaction and support of key project management personnel, the *Project Associate* will learn our unique approaches to project design and management; by supporting our CEO and board members with research and related tasks, one will gain a deepened understanding of our leadership function; last, by maintaining and updating our website and related marketing and communication duties, the *Project Associate* will gain an understanding of how we develop and sustain important connections within our community.

The starting salary range is \$32-35K. We offer a full range of benefits including vacation, 401K, and health insurance, as well as other related wellness and personal development benefits. Our unique workplace provides an environment that is fun, while we perform challenging and meaningful work.

We prefer a degreed individual with excellent verbal and written communication skills. Our ideal candidate must be motivated to work autonomously in a fast-paced and challenging environment. Interested individuals should forward a resume to Dale Ainsworth ([dale.ainsworth@valleyvision.org](mailto:dale.ainsworth@valleyvision.org)) no later than February 19, 2010. Interviews will begin February 22, with a start date of March 15, 2010.