

Organizational, Administrative, and Project Support Position (2024)

About the Company

Bowman Performance Consulting (BPC, <https://bpcwi.com/>) is an award winning Native American and woman-owned consulting firm based in Shawano, Wisconsin. BPC provides services across sectors (public, Tribal, non-profit, and private) to serve a national clientele on a wide variety of projects in the areas of education, health/human services, and workforce/economic development. BPC staff often serves as subject matter experts on national and international policy, research, and evaluation studies and initiatives. This makes BPC a fast-paced, technology-centered, and academic work environment. BPC is committed to bringing together diverse partnerships to make the world a better place to live and thrive in. Social justice is at the heart of our mission and empowering others, including our employees, is critical to the success of BPC's work internally and in the communities we serve.

Summary of Position

BPC is seeking a highly dependable and dynamic **Organizational, Administrative, and Project Support** professional to contribute to BPC's client projects and provide organizational and project support to BPC. This person will be managed daily by the BPC's President and/or BPC Senior Manager and will be evaluated on performance by the BPC President. The Organizational, administrative, and Project Support Staff is also part of BPC's project management team and works closely with BPC's senior leadership and vendors, who help with operations, administrative and HR functions, and support services to BPC's client projects indirectly. With dual roles supporting the internal operational and support to the administrative needs of BPC as the President carries out direct work and attends academic functions, this position is important to helping BPC provide high quality services, staying visible in the field, and manages files, including upkeep of time sensitive documents. The Operational, Administrative, and Project Support Staff must be grounded in high ethical and professional standards, be efficient and high functioning, and be able to independently support and manage assigned tasks across multiple projects and deadlines. Therefore, a combination of administrative, technology, and project/office management skills and successful/proven experience is required for this position. The position can be full time or part time, depending on availability with a willingness to learn and grow with high levels of support on the job. See further details below.

Qualifications

Required:

- Technical degree from an accredited institution and up to a Bachelor's degree will be considered. If you have more education than this required level, please specify in your cover letter as to why you are a good fit. See also "preferred" qualifications section below.
- 5 years of successful office support or management experience in fast-paced research, technical, or educational setting
- Strong attention to detail, excellent critical thinking skills, and the ability to work both independently and collaboratively
- Effective communication skills and proven performance in project, time, and task management to work efficiently, and responsibly as part of a team
- Strong business communication skills plus demonstrated technology proficiencies in:
 - Microsoft products (i.e., Office, PowerPoint, Adobe Acrobat, and Outlook),
 - Cloud file management systems (i.e., DropBox, Google Drive, SharePoint, Teams, etc.),
 - Online survey design software (i.e., Survey Monkey),
 - Project management software (i.e., Asana or Similar),
 - Digital video and/or art software (i.e., Canva or Similar),
 - Online meeting software (i.e., Zoom, Google Meet, or Similar), and
 - Other software or websites from online journal articles or other professional associations used to support online research and development efforts.
- Excellent interpersonal skills and the ability to interact with a diverse group of constituents (public policy makers, elected officials, Tribal Nations, multi-ethnic/racial groups, LGBTQ, low socio-economic status, etc.) from across geographic regions and sectors (i.e., public, private, non-profit, Tribal, and international)

Preferred:

- Undergraduate or graduate degree(s) in education, social science, business or project management, communications, or related discipline.
- Additional professional certification(s) in the project management, marketing and communications, social media, technology, data visualization, and/or administrative assistant areas are wonderful assets to bring to BPC
- Coursework and/or experience with applied research evaluation and/or research methods, data collection, data analysis, drafting reports, drafting PowerPoints or presentations, literature reviews, and/or instrument design is desired.
- Familiarity with technical/academic writing as it relates to formatting, layouts, editing, and presentation.
- Skill with graphic design and data visualization, audio or video editing, APA editing, and producing text and visual documents in digital workspaces is also preferred.

BPC will consider potential candidates with a high school diploma and some post-secondary training if they meet the above qualifications and have common sense, consistent and strong work ethic, and a proven performance record of working with teams and making independent contributions to team projects.

Duties

1. Support office operations and duties as assigned by BPC President or Senior Staff. (45%)
2. Internally support daily operations of BPC physical offices and digital environments, including cloud computing and virtual project management spaces, especially related to IT, fiscal, and HR functions. (25%)
3. Provide administrative and project support for BPC President on external conference or academic initiatives, support for publications and advisory or editorial board appointments, research and secure logistics for travel, conference registration and preparation, notetaking and preserving / managing key information related to conference, academic, or other projects and initiatives. (25%)
4. Provide additional research and project support as needed and training allows, including literature reviews, data collection, technical writing, data visualization, and digital dissemination of research products. (5%)

Benefits

BPC is proud to be an award-winning employer in Shawano County with local, state, national, and international influence. We live our social justice mission to empower others and are a family-friendly workplace striving to keep work/life balance. BPC offers unique and culturally responsive on the job training, excellent technology and software support, and access to some of the nation's best vendors, partners, and consultants in the field of education, research, policy, and evaluation. Formal benefits include paid time off (vacation, sick, personal, family, community service, education, etc.); holiday pay; retirement benefit package (with company match); educational training and reimbursement; paid travel and advancement based on performance, health reimbursements (gym, yoga, etc.); and performance bonuses.

Hourly Rate

Starting wage is expected to be \$20 - \$28 per hour to start based on skills, experience, and measurable performance. Regular raises are available based upon co-developed work performance plan. With the right candidate, skill set, and proven performance, the hourly rate is negotiable. This is a part-time job with the opportunity to work up to a full-time position; however, the right candidate could start full time. Candidates with the desire and availability to work full time will be noted as part of BPC's internal screening process.

Start Date

2024 (position open based on BPC's current and growing portfolio; open until it is filled with the best candidate)

Application Process

Interested applicants should e-mail a resume and cover letter in PDF or Word format to HR Manager at: info@bpcwi.com. You may also apply through the Wisconsin Department of Workforce Development's website here ad search for BPC and open positions: <https://dwd.wisconsin.gov/det/jobseeker.htm>. Initial screening of applications will begin immediately. Please make no direct calls, e-mails, or other contact to BPC or Dr. Nicole Bowman, BPC President, regarding this position. If you are selected as a prospective candidate, BPC will be in touch with you regarding your inquiry into this position.