

Job Opportunity

Employer: Mosaic Network, Inc.

Title: Project and Client Relations Assistant

About Us: Mosaic Network, Inc. is a growing dynamic Santa Barbara company with a strong belief in social innovation and footprints in over 40 states in the U.S as well as 29 developing countries. Our offerings are deeply rooted in our efforts to bring our expertise in technology, program evaluation, and social science research together to promote the development of effective social services that create healthier and stronger communities. We have specific experience and investments in the field of education, health, skill development and community improvement initiatives. Our ongoing commitment to the field of human services is demonstrated through our ongoing support and partnerships across the spectrum of human service organizations, from frontline organizations to research universities.

We have a talented team of nationally recognized personnel with a diverse set of multidisciplinary expertise and proven experience working on early childhood issues with all levels of stakeholders, from state and national initiative leaders and researchers, to frontline educators, project staff, and program participants. Our team leaders have doctorates and masters level degrees in the fields of technology, management, program evaluation, public policy, education, childhood development, school psychology, training development, and leadership development.

Projects: We are currently seeking driven candidates to assist us in our project support and client relations departments. Our ideal candidate will be a motivated self-starter who thrives in a fast-paced environment. The successful candidate will be responsible for managing multiple tasks including verbal and written communications with existing clients and technical assistance documentation. As an employer, we offer a valuable opportunity to develop multiple skill sets through working on our diverse projects.

Core Responsibilities:

- Developing a strong understanding of the field of our work and multi-disciplinary approach towards social innovation in collaboration with our clients;
- Developing a strong understanding of the user interface and functionality of our online software platform;
- Assisting our team leads and project managers with executing analytical and problem solving project tasks as well as with client communication;
- Providing support and training to the users of our online software platform;

- Documentation of correspondence with users of our software platform;
- Other tasks and projects as assigned, including research, report writing, and data analysis.

Requirements:

- Undergraduate degree required
- Proficient computer skills and in-depth knowledge of MS Office Suite, including Word and Excel
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills
- Ability to work under tight deadlines and prioritize multiple tasks
- Strong problem solving skills
- Flexible schedule
- Positive team player attitude

Desired Start Date: Monday July 1, 2013

Position type: Full-time

Desired Majors: Open

Desired Class Level: Undergraduate degree

Salary Level: D.O.E.

Approximate Hours per Week: 40 Hours

If you believe you would be a good fit, please forward your resume and cover letter to jobs@mosaic-network.com.