December 1, 2017

Dear Colleagues,

Sul & Associates is looking for individuals to assist us on our evaluation projects. Please see the attached position announcements for more details.

Sul & Associates is a professional monitoring and evaluation corporation serving clients with culturally responsive practices. Sul & Associates provides technical assistance to governmental education agencies, colleges and universities, school districts, non-profit, and other community-based educational organizations. Sul & Associates has provided data, assessment, research, planning, monitoring and evaluation services since 2001.

Applicants can submit an application, cover letter, resume, and writing sample to the employment opportunities section of our website. Please feel free to distribute this announcement amongst your faculty and students.

Sul & Associates positions are subject to the availability and continuation of contracted funds.

**COMPANY MISSION**

Sul & Associates strives to support best practices through culturally-relevant evaluation models that involve the partnership and development of local stakeholders attuned to the social and environmental needs of their own local community.

Warmest regards,

Sul & Associates

# PART-TIME EMPLOYMENT: VIRTUAL ASSISTANT

## Posted December 1, 2017

Sul & Associates is seeking a hard-working, outgoing person with a passion for community-based applied evaluation to join the team as an Virtual Assistant. The Virtual Assistant will support the evaluation of program impact and effectiveness as part of a project team.

**About Us:** Sul & Associates is a professional monitoring and evaluation corporation serving clients with culturally responsive practices. Sul & Associates provides technical assistance to governmental education agencies, colleges and universities, school districts, non-profit, and other community-based educational organizations. Sul & Associates has provided data, assessment, research, planning, monitoring and evaluation services since 2001.

**About the Position:** The Virtual Assistant works directly with the company Principal on administrative tasks to maintain and grow the company.

Duties for the position include:

1. Schedule meetings and presentations as well as the necessary facilities
2. Manage calendars, meetings, appointments and events
3. Develop and implement organized filing systems
4. Conduct travel research for meetings and presentations
5. Conduct Internet research on a wide variety of topics
6. Perform data entry
7. Manage company social media presence
8. Support the design, layout, and production of content for the online presence of the company.
9. Gather, compose, track, tabulate, and organize information that may be critical or sensitive
10. Communicate with existing and potential clients, Evaluation Assistants, and Evaluation Associates

**Required:** We require 3-5 years of work experience in delivering administrative or technology support to  customers, users or managers.

Requirements for the position include:

1. Commitment to the uplift of communities underserved by systems of monitoring, evaluation, and assessment
2. Excellent communication, writing and presentation skills
3. Can deliver excellent tech support and customer service
4. Dedicated personal computer, phone line, and professional email address
5. Facility with content management systems such as Wordpress and Drupal
6. Experience with collaborative document development and sharing tools such as Google Drive and Dropbox
7. Familiarity with web conferencing software and webinar tools
8. Ability to work as part of a team while managing multiple priorities
9. Ability to create pre-developed surveys and assessment forms
10. Ability to manage confidential information

In addition, the Virtual Assistant should be a self-starter who requires limited direction, knows how to multitask and prioritize, and can work with a sense of urgency. The Virtual Assistant should be a proactive and resourceful problem solver with a genuine desire to make the company successful.

**Desired:** A bachelor's degree is desired. Additional desired skills include:

1. Evidence of commitment to the uplift of communities underserved by systems of monitoring, evaluation, and assessment
2. Prior experience with a monitoring and evaluation firm
3. Ability to research potential clients and opportunities
4. Experience with management of project collaboration tools
5. Event planning and coordination experience
6. Editing, proofreading, and technical writing
7. Marketing campaign experience
8. Blog and social media management
9. Can research useful technologies and make recommendations

**Compensation:** Virtual Assistants are hired on a contractual basis at an hourly rate ranging from $20-25 per hour, depending upon skills and experience. The number of assignment hours is not expected to exceed 40 hours per month.

# PART-TIME EMPLOYMENT: VIRTUAL ASSISTANT

## Posted December 1, 2017

**Application:** All positions are subject to availability and continuation of project funds. Applicants can submit an application, cover letter, resume, and writing sample to the following address:

http://www.encuestasurvey.com/index.php/794673

**Deadline:** January 12, 2018