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| **Position Title** | **Governance Consulting Administrator** |
| **OVERVIEW** | Quantum Governance, L3C is looking to expand our team to include an administrator with a strong interest in the nonprofit sector, specifically working with credit unions, charitable organizations and associations. The ideal candidate would be interested in eventually growing into a full-time consultant in the areas of nonprofit governance and strategic planning.Our team is looking for an independent contractor and self-starter, happy to work remotely with a small team who is also 100% virtual. Ideally, you live in the eastern time zone and are available to work Monday through Friday, on an hourly basis. Estimated workload is 20-25 hours a week. Hourly rate is negotiable. Flexibility to assist with weekend virtual retreats if possible. College graduate, post-graduate candidates preferred with 3-5 years related professional experience and exceptional communications skills.At Quantum Governance, we don’t just accept diversity — we seek it, we welcome it and we thrive on it. We think that it is necessary for the benefit of us as individuals, for our clients and for the world. Quantum Governance is proud to be an equal opportunity company and is an affirmative action employer. |
| **Typical Tasks Done on a Daily or Weekly Basis** | * Strategically manage up to the CEO and Vice President including oversight of schedules, organize meetings and direct workflow as needed.
* Author professional and mature client email communications on behalf of the CEO and Vice President to C-suite executives and Board members.
* Proofread reports and other client-facing documents.
* Coordinate research efforts for published reports and for internal, educational purposes.
* Manage and keep our database of client contacts and other business leads current.
* Manage and keep current various frequently requested and detailed client-facing documents.
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| **Attributes** | We are looking for someone who is accountable, curious, engaged and ethical. It’s vital that you are able to work quickly with an eye toward the big picture, while maintaining a degree of calm and respect. We value open minds and intellectual discourse.  |
| **Skills** | First and foremost, we are looking for someone who is a strong communicator -- both verbally and in writing. We also need someone who is fluent in Word, Excel, PowerPoint, Google Docs, Google Slides, Google Sheets, Zoom and other video conferencing platforms. Knowledge of MailChimp and Survey Gizmo/Alchemer are a plus. |
| **Typical Hours/Week** | Estimated 20-25 hours/week, rate negotiable. |



**Interested and qualified candidates, please contact Quantum Governance Director of Communications, Gisèle Manole at** **gisele@quantumgovernance.net****.
We look forward to hearing from you!**

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