



# EMPLOYMENT OPPORTUNITY

## PROJECT ASSISTANT – PART TIME POSITION

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### Are You Passionate About Public Outreach and Community Engagement?

InGroup Inc., is a fast-growing, niche public relations/marketing agency, established in 1995, focused on engaging customer and community involvement associated with public transportation, energy, construction/redevelopment and infrastructure projects that looks to improve transit, neighborhoods, and regional economic development.

We are seeking a detailed administrative and project coordinator, who enjoys a wide range of varied assignments. This position will require flexible support for both remote and in-person assignments.

### Why Work For Us?

We offer a flexible work environment that allows our team members to demonstrate their capabilities, while creating value in relationships and the work. At InGroup, management empowers an individualized approach to problem-solving with strong emphasis placed on performance and skill. We want our team members to grow with us as we expand our business. That's why we provide mentoring, skills development, individual merit-based performance reviews, and a growing suite of benefits.

## JOB SUMMARY

Reporting to the Senior Project Manager, the Project Assistant will:

### JOB RESPONSIBILITIES

- Provide administrative support for client and company projects, as needed
- Organize and maintain project files within a structured documentation framework
- Draft correspondence, take meeting minutes and draft initial content for marketing materials
- Provide scheduled project-level reporting and generate other specialized reports as needed
- Coordinate proposal responses including the completion of forms and compilation of other required documentation
- Coordinate logistics for virtual and in-person meetings
- Provide research for stakeholder identification and maintain stakeholder databases

### JOB REQUIREMENTS

- Available to travel to local meetings within the tri-state area (NY/NY/CT)
- Available to occasionally work outside of normal business hours on meetings
- Must be willing to work at a nearby client site when required
- Adaptable and able to work in a dynamic environment
- Must be flexible to work on a variety of assignments for various project managers
- Must deliver quality work on deadline
- 3+ years of communications, marketing, administrative or related industry experience. Experience with media relations, outreach, community involvement issues, or industries such as energy, engineering, transportation, or infrastructure a plus.
- Proficient Microsoft Office Suite: Word, Outlook, PowerPoint, Excel and Teams
- Bachelor's degree preferred

### PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to drive or navigate to meetings.

### PART TIME POSITION

20 hours per week **guaranteed**; additional flex hours may be available

### SALARY – HOURLY RATE

Commensurate with qualifications.

**We encourage all who are interested to apply by sending us your cover letter and resume to [jobs \[@\] ingroupinc.com](mailto:jobs@ingroupinc.com)**

*This job description is for an at-will position. InGroup, Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities and all other employment laws and regulations. We intend to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, nationality, ancestry, creed, religion, sex, sexual orientation, pregnancy, marital status, civil union status, domestic partnership status, atypical hereditary cellular or blood trait, American flag display, physical or mental disability, genetic information, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. InGroup, Inc. is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*