Job Description

Lone Cypress Institute
Institute Associate

Hours/Week: 15

Wage: $15/hr.

Start date: January 2014

Opportunity:
Brand new local organization with Pacific Rim focus needs super talented, extremely detailed oriented, self-motivated individual with great ability to connect the dots, work under pressure and a looming deadline. This is a high visibility, high-level assignment. Excellent communication and business skills. Your reward is the chance to get in on the ground floor of an exciting international new venture. Need outstanding Microsoft Office and web skills. Knowledge of Pacific Rim issues and language(s) helpful.

Areas of Responsibility:
Global Business Research
Communications and correspondence
Data Analysis
Database management
Event organization

Position:
The Institute Associate reports to the Executive Director and will perform a number of administrative, communication and research duties. Duties include but not limited to:

1. Attend and participate in Institute organizational and planning meetings
2. Attend Board of Directors meetings
3. Attend and participate in business, community and outreach meetings
4. Draft Institute correspondence
5. Design and draft communiqués and web postings
6. Create power point presentations
7. Contact various individuals and organizations associated with the Institute
8. Research international businesses
9. Analyze and organize Institute information and materials
10. Create, research and maintain global database
11. Assist with creation and organization of global event

Contact: Aquaterra Strategies: aquaterra.strategies@gmail.com (pls note the period between aquaterra and strategies). Email inquiries only. Interviews will be conducted in December.

Include: Resume and cover letter highlighting your pertinent experience (1 page max).