DO space®

About Do Space

Do Space is a community technology library dedicated to empowering our community through access to technology and innovative learning experiences. Do Space is operated by Community Information Trust, a 501c3 nonprofit organization.

Community technology libraries are the next step in the democratization of information, learning, and knowledge.

Do Space is a technological space for thinkers, makers, learners, and doers. At Do Space, you can do — improve your life, change jobs, learn something, scratch a creative itch, or start a business.

This is just the beginning of a movement to tackle the digital divide in our community, boost digital skills, and drive innovation, creativity, and invention in the region.

Executive Assistant & Project Specialist

Opening Date: 6/16/20
Location: Omaha, Nebraska
Work Schedule: 40 hours a week, Non-Exempt
Salary: $45-50k plus benefits

The Position

Reporting to the Executive Director, the Executive Assistant and Project Specialist is responsible for providing administrative support to the Executive Director while actively managing business and community relationships, as well as coordinating a variety of development and sustainability projects at Do Space.

Key Responsibilities

- Supports business relationships through professional, consistent, and timely communication with community partners.

- Assists with research of new funding prospects; writes and edits grants and reports.

- Maintains precise record keeping, including a donor management database.

- Manages program and event sponsorships; coordinates special events and projects to support sustainability.

- Conducts research to support the identification of new sustainability strategies.

- Suggests creative and innovative ideas to contribute to a results-driven and community-oriented environment.

- Along with the senior management team, implements the vision of Do Space.

- Provides an outstanding customer service experience to our users.

- Performs other related duties as assigned

Executive Assistant & Project Specialist

Minimum Requirements

- Bachelor's degree required.

- Previous experience in research and report writing required.

- Previous experience in administrative support, fundraising practices, and marketing preferred.

- Demonstrated proficiency and comfort with a variety of hardware and software products; knowledge of technology trends.

- Demonstrated success interacting with users to solve problems and provide solutions in response to requests for information and assistance.

- Experience managing complex projects, resulting in measurable successes and growth.

- Excellent verbal and written communication skills with exceptional attention to detail.

- Ability to exhibit leadership, sound judgement, and professional demeanor in all interactions.

- Personal qualities of integrity, credibility, and a commitment to and passion for serving the people of Omaha.

- Bilingual ability a plus in serving our diverse community.

This job is perfect for you if:

You're passionate about technology and you're eager to learn more.

You enjoy meeting new people and working directly with the community.

You're not satisfied with the status quo.

You view failure as a learning opportunity.

You move quickly, and hustle to find ways to overcome obstacles.

You're comfortable with being uncomfortable.

You take pride in mentoring others.

You have a "whatever it takes" work ethic.

You have a sense of humor and an imagination.

You'd thrive in a position where every single thing you do, you're making a difference.

To Apply

Email your completed Do Space application, resume, salary expectations and cover letter to Rebecca Stavick, Executive Director, at jobs@dospace.org. The application is available online at https://goo.gl/YkbJV4.

Community Information Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual identity or expression, national origin, genetics, age, disability, or veteran status.