



Company: ARM Consulting LLC

Position Title: Project Coordinator Intern

Position Category: Part-Time

Locations: Leesburg, VA

ARM Consulting (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM Consulting is partnering with the Loudoun Commission on Women and Girls (LCWAG), based in Leesburg and serving the Loudoun County footprint. The Commission is managed by a volunteer leadership board and is a component fund of the Community Foundation for Loudoun and Northern Fauquier Counties and is independently funded through private donations and grants. LCWAG is currently seeking a **Project Coordinator Intern**.

Position Description

Loudoun Commission on Women and Girls seeks a talented and engaged part-time Project Coordinator Intern to support our Commission. This internship will provide the selected candidate with experience in nonprofit development and management, grant writing, strategic planning and researching donor prospects. We encourage and value innovation and creativity in our organization and there's an expectation that the intern will contribute toward new approaches to complete tasks in a timely manner and possess the ability to work with limited supervision.

Essential Duties and Responsibilities:

- Maintain and monitor project plans and schedules, work hours, budgets and expenditures
- Prepare necessary presentation materials for meetings
- Assess project risk and issues and provide solutions where applicable
- Ensure project deadlines are met
- Organize, attend and participate in stakeholder meetings
- Interface and support the Committee Chair to create comprehensive action plans concerning resources, budgets and project timeframes
- Meet with Committee Chair one to two times/month
- Support Board member interactions and requests
- Assist with researching individual, foundation, and corporate prospects for potential grant fundraising applications
- Coordinate closely with Communications and Marketing team on social media, collateral, and web content to promote fundraising campaigns and events
- Draft and proofread professional correspondence
- Support and attend special events and fundraising activities

Qualifications:

- Team management and leadership skills
- Excellent communication and interpersonal skills capable of maintaining strong relationships
- Attention to detail and time management skills
- Excellent analytical and problem-solving skills



- Self-motivated, flexible team player with a positive attitude, demonstrate ability to multi-task and the ability to meet deadlines and adjust to changing priorities
- Demonstrated commitment to non-profit work

Minimum Experience, Education and Licensure:

- A College Junior or Senior majoring in business, communications or similar field of study
- A minimum of 6 months of experience working with non-profits
- Management of diverse client and volunteer populations

Minimum Knowledge, Skills and Abilities:

- Knowledge of project coordination and management
- Proficient in Microsoft Office (Word/Excel/PowerPoint) applications
- Ability to manage video conferencing platforms
- Research, writing, editing and proof-reading skills

Preferred Experience

Graduate School Student studying non-profit management, communications, event planning or similar field of study

A minimum of 6 months of experience

Application Deadline: August 16

Start Date: NLT September 6

Time Commitment: 20 hours/month

Compensation: This position offers a stipend.

Your resume and cover email should be directed to:
Pamela Brackett, Director of Human Resources,
ARM Consulting, LLC
pbrackett@armconsultingonline.com
215 Depot Court SE #202, Leesburg, Virginia 20175

In the cover letter, please provide information on your availability with estimated weekdays and times.

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.

ARM is a federal contractor and an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.



ARM is an Equal Opportunity Employer.

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