



Project Assistant

Job Purpose

To support the effective implementation of ORG's outreach, organizational development, and operational initiatives by providing project coordination, administrative, logistical, and systems support to the Senior Outreach Manager and the Senior Manager, Organizational Development and Operations. The Project Assistant plays a key role in helping ORG advance active citizenship and governance reform in The Bahamas through support for projects, events, stakeholder engagement, research activities, and organizational systems and processes.

Duties and Responsibilities

Outreach & Stakeholder Engagement Support

Under the direction of the Sr. Manager, Outreach:

- Support the planning and coordination of presentations, consultations, community meetings, and public engagement activities.
- Assist with coordinating logistics for outreach initiatives, including Freedom Fridays, Freedom Schools, public town halls, and other community engagement events.
- Help prepare outreach materials, presentations, briefing documents, and follow-up communications.
- Track participant engagement and maintain accurate records in outreach databases and tracking systems.
- Support volunteer and participant recruitment, onboarding, scheduling, and communications.
- Assist in gathering photos, stories, testimonials, and activity reports for use by the Communications team.
- Support stakeholder follow-up and relationship management activities to strengthen community and partner engagement.

Under the direction of Sr. Manager, Organizational Development and Operations:

- Map4Good Bahamas Project Support
 - Assist with outreach and engagement of nonprofit organizations (NPOs) and faith-based organizations (FBOs) throughout The Bahamas.
 - Help schedule surveys, interviews, consultations, and meetings with participants.
 - Support communication and follow-up with participants, consultants, and project partners.
 - Assist with data collection, data entry and record maintenance activities.

Organizational Development Operations Support

Under the direction of the Senior Manager, Organizational Development and Operations

- Assist with coordinating organizational work plans, strategic initiatives, project timelines, and tracking deliverables across teams.
- Support meeting coordination, scheduling, documentation of discussions, action items, and follow-up on key decisions and priorities.



Organization *for* Responsible Governance

- Help compile expense documentation and support budget tracking and reporting for organizational and project activities.
- Support the development, implementation, maintenance, and continuous improvement of digital systems, workflows, databases, trackers, and documentation that strengthen organizational effectiveness and project delivery.
- Assist with the organization, restructuring, and maintenance of digital files, knowledge management systems, and operational resources.
- Support the development, documentation, and implementation of internal policies, procedures, and Standard Operating Procedures (SOPs).
- Support organizational reporting, planning, and performance management activities
- Assist with the implementation of ORG's Monitoring & Evaluation (M&E) framework through data entry, indicator tracking, and monitoring progress toward key performance indicators (KPIs).

Other Responsibilities

- Perform other related duties as assigned.

Skills and Requirements

- Associate's Degree or higher in Project Management, Public Administration, Business Administration, Nonprofit Management, Organizational Development, or a related field.
- 1–2 years of experience in project coordination, operations, administration, nonprofit programs, or organizational support.
- Strong organizational, planning, and time-management skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and ability to maintain accurate records, documentation, and tracking systems.
- Strong written, verbal, and interpersonal communication skills.
- Ability to learn quickly, work independently with appropriate guidance, and demonstrate initiative and problem-solving skills.
- Proficiency in Microsoft Office, Google Workspace, and digital collaboration tools.
- Experience using databases, CRM systems, project management tools, or knowledge management tools; familiarity with Notion is an asset.
- Comfort working with data, spreadsheets, reporting tools, and tracking systems.
- Ability to build and maintain positive working relationships with diverse stakeholders, partners, volunteers, community members, and colleagues.
- Flexibility to occasionally work evenings, weekends, and travel to Family Islands when required.
- Valid driver's license and reliable transportation.

Administrative Procedures

- Attend weekly check-in with the Senior Outreach Manager
- Attend weekly check-in Senior Manager, Organizational Development and Operations
- Participate in regular team meetings
- Attend quarterly ORG Council meetings

Direct Reports

Volunteers and Interns