

# Project Coordinator

Virtually Testing

## Job details

### **SALARY**

Un-paid

### **JOB TYPE**

Internship (20 to 25 hours per week)

### **DEPARTMENT**

Operations

### **Full Job Description**

ABOUT THE JOB

### **Company**

Virtually Testing is a California, USA based 501(c)3 nonprofit organization. Our foundation is funded by individuals or corporate or government donations. Our mission is to serve a cybersecurity focused community by organizing speaker events, hands-on workshops, conferences, etc. Our members advance their skills or learn from scratch to successfully access the competitive trending and evolving cybersecurity industry.

### **Job Summary**

An ideal candidate for this must be able to manage multiple projects with numerous deadlines and specifics. Seeking someone who will work closely with the project manager and will support the needs of the company. The ideal candidate will be very organized, have excellent communication skills, and have high attention to detail.

Candidates must have at least 1+ years of related professional services experience.

### **DUTIES AND RESPONSIBILITIES**

- Solid communication skills (both verbal and written) with an emphasis on listening
- Resilient, self-motivated, and self-disciplined - must be a go-getter with grit
- Manage and maintain multiple projects
- Must possess an upbeat personality with strong work ethic and willingness to learn
- Highly organized with strong attention to detail and accuracy
- Supervise current projects and coordinate with all team members to keep workflow on track
- Direct project correspondences by preparing and reviewing projects, memos, meetings, and emails
- Organize and attend meetings as required

- Prepare necessary presentation materials
- Act as the point of contact and communicate project status to all participants
- Undertake project tasks as required
- Have a basic understanding of relational databases
- Familiarity with Google and Microsoft Office Suite
- An organized team player who can manage multiple tasks, work independently and think strategically
- Familiarity with Microsoft applications and an interest in technology

#### **REQUIREMENTS AND QUALIFICATIONS**

- Fluency in English
- Your own PC with internet connection
- Familiarity with google suite (GSheet, GSlide, GDoc)
- Bachelor's degree in related field (Preferred)

#### **SCHEDULE**

- Flexible hours between 9 am to 5 pm (Los Angeles, California Timezone)
- Monday to Friday

#### **WORK REMOTELY**

- Yes

#### **COMPANY WEBSITE**

- <https://virtuallytesting.com/>