



## Special Projects Advisor Job Description

The Special Projects Advisor will provide focused and tactical efforts on Illini Service Dogs project-based initiatives at the advisory board level. Special Projects Advisor will work directly with the Chief Project Officer, Training Leads, and Executive Board to identify and execute projects essential to internal organization development. Additionally, they will work closely with a wide variety of volunteers, including those on the Administrative Board, Executive Board, Advisory Board, and Primary Handlers. This is a volunteer position that will reside within the Advisory Board.

### Essential Duties and Responsibilities:

- Drafts project proposals, including focused delegation of tasks and schedule for implementation of long-range plans
- Determine and advocate for resources needed through collaboration with the CPO and CFO as necessary
- Escalates completed project proposals to CPO for formal vote
- Manage the execution of organizational projects and efforts that will elevate the organization as a whole
- Monitors project progress, drafting and distributing regular progress reports for leadership

**Illini Service Dogs**

*Mobilizing the world, four paws at a time*



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- Escalate issues or barriers that arise

### Required Qualifications & Skills:

- Experience with Slack, Microsoft Office, Monday, and Google Product Suites
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Experience working and collaborating effectively in a dynamic environment
- Excellent time management skills with a proven ability to meet deadlines
- Ability to focus on a project from start to finish
- Ability to prioritize tasks and delegate, when appropriate

### Preferred Qualifications & Skills:

- Prior experience with organizational projects/programs implementation in a non-profit organization setting

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