



Role Description Special Projects Advisor



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:

- Execute identified projects within Illini Service Dogs to completion, ensuring appropriate deliverables and milestones are met
- Track project budgets and resources with CPO and CFO
- With the CPO, ensure projects are aligned with ISD strategic plan and resources
- Assist with management of the Project Dashboard
- 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
- 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

Illini Service Dogs

Mobilizing the world, four paws at a time