



Job Title: Consulting Operations Assistant

Location: Long Island New York

Hours: 15–25 hours per week, flexible schedule

About Us:

Spara Consulting Solutions is a boutique consulting firm dedicated to helping mission-driven nonprofits grow their impact through strategic fundraising, foundation and grant work, board development, volunteer coordination, and partnership-building. We support a diverse portfolio of clients, from grassroots organizations to established institutions, with services that are thoughtful, personalized, and rooted in nonprofit best practices.

Position Summary:

The Administrative Assistant will play a vital role in supporting consultants with project coordination, client communications, meeting preparation, research, and general administrative tasks. This person will be essential in ensuring timely and professional delivery of services to our nonprofit clients.

Key Responsibilities:

- Provide administrative support including scheduling meetings, managing calendars, and coordinating travel arrangements.
- Prepare agendas, take meeting minutes, and compile and distribute related materials.
- Draft, format, and proofread correspondence, proposals, reports, and presentations.
- Conduct background research on nonprofit organizations, foundations, and sector trends.
- Maintain accurate client files, contact records, and project timelines.
- Support client communications with professionalism, discretion, and attention to detail.
- Assist in the preparation and editing of newsletters, surveys, and data reports.
- Handle other administrative duties as assigned, including document organization and database upkeep.

Qualifications:

- Proven experience in an administrative or project coordination role, preferably in consulting or the nonprofit sector.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills, with attention to detail.
- Proficiency with Microsoft Office Suite, Google Workspace, Zoom, and project management tools.

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- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Professional demeanor and commitment to confidentiality.
- Interest in the nonprofit and philanthropic sectors a plus.

Compensation:

Competitive salary or hourly rate, commensurate with experience. Flexible work arrangements available.

To Apply:

Please email your resume, biography, and writing sample to Karen Bird at karen@karencs.com.

Please share with us your experience and interest in this role. Visit our website at www.karencs.com