

Jr. Copywriter

Job Description:

We are seeking writer/copy editor interns to support the VSolvit Solutions Center (VSC) in their endeavors. The Jr. Copywriter supporting role includes working on VSolvit's company newsletter, providing Quality Assurance (QA) on documents, spreadsheets, and webpages, interviewing other employees, and participation in weekly team meetings. Scheduling is flexible, but 10 hours per week are required for this part-time position.

Required Qualifications:

- Able to work efficiently and independently with a team.
- Experience in a deadline-driven writing/editorial capacity.
- Strong writing and editing skills.
- Knowledge and experience with MS Office and complex MS Word documents.
- Ability to read and analyze technical documentation to write clear, concise, and formal prose comprehensible to all readers.
- Ability to edit complex technical material into logical and comprehensible prose.
- Experience interviewing subject-matter experts (SMEs) and distilling their knowledge into logical and understandable copy is highly desired.
- Must be able to complete tasks quickly while maintaining attention to detail.
- Must be able to work in a virtual (telecommuting) environment.

Preferred Qualifications:

- Completion, or in pursuit, of a degree in English (or similar degree) with a concentration in Journalism or Technical Writing
- Ability to accurately type > 40 words per minute
- Basic understanding of Information Technology (IT)
- Experience working with formal stylebooks (e.g., MLA, Chicago, AP, GPO)
- Experience with publishing software (e.g., MS Publisher, Adobe)
- Able to work a flexible schedule to support deadline-driven proposal efforts
- Strong knowledge of Google Platform (Google Sheets, Docs, Calendar, etc.)
- Strong creative problem solving skills

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Jr. Data Analyst

The Jr. Data Analyst's primary role is helping to implement IT and Geographic Information Systems (GIS) solutions by building the databases that support the solutions. The Jr. Data Analyst also plays a supporting role in related projects. This is a part time position for approximately 10 hours per week.

Key Responsibilities:

- Data cleanup
- Data source identification and collection
- Data processing
- Various administrative tasks

Qualifications:

- A degree in computer science, programming, or a related field (or actively pursuing a degree.)
- High proficiency with basic productivity tools and software, e.g., MS Word, Excel, PowerPoint.
- Familiarity with current technology (social media, cloud computing, "smart" internet searching.)
- Strong analytic, quantitative, and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

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Jr. GIS Analyst

The Jr. GIS Analyst's primary role is helping to implement Geographic Information Systems (GIS) solutions. The Jr. GIS Analyst also plays a supporting role in related non-GIS IT projects.

This is a part time position for consistently 10 hours per week.

Key Responsibilities:

- Data cleanup
- Geocoding
- MXD creation
- Data source identification and collection
- Data processing
- Various administrative tasks

Required Qualifications:

- Basic experience in GIS, geography, computer science, or a related field.
- High proficiency with basic productivity tools and software, e.g., MS Word, Excel, PowerPoint.
- Familiarity with current technology (social media, cloud computing, "smart" internet searching.)
- Strong analytical, quantitative, and reasoning skills.
- Excellent written and verbal communication skills.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Preferred Qualifications:

- Bachelor's degree in GIS, geography, computer science, City and Regional Planning, or a related field (or actively pursuing a degree).
- 1 year working knowledge of Esri ArcGIS Desktop (ArcMap, ArcCatalog).
- Basic knowledge of Python and interaction with ESRI ArcGIS.

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Job Title: Jr. Marketing Analyst

Education/Certification: Pursuing or obtained Bachelors Degree in Communication, Business, Marketing, or related field. Strong verbal, written communication, and research skills. Experience in graphic design is a plus. VSolvit's culture is fast paced and encourages innovation - potential candidates with an entrepreneurial sense are encouraged to apply.

Desired Qualifications (Required):

Professional approach to work; responsible work ethic; strong follow-up skills to communicate with team members and Team Lead when questions arise. Demonstrated ability to work independently, and to work as a supportive team player. Open to try new things, learn new skills, and take on various types of work as the corporate need arises.

Job Description:

VSolvit's Solution Center (VSC) consists of 12 functional teams, supporting VSolvit's corporate goals as a part-time remote team from across the country. The Marketing Analyst works with the VSC Marketing Team to support VSolvit's marketing efforts. This includes competitive research, social media support, press releases, support for creating marketing materials, create and manage marketing campaigns, grants analysis, monitor day to day marketing performance, identify areas for improvement and help implement changes to improve performance metric and other responsibilities as assigned.

Company Summary:

Join the VSolvit Team! Founded in 2006, VSolvit (pronounced 'We Solve It') provides geospatial and information technology consulting services and solutions to government and private sector clients. VSolvit is an **award winning** 8(m)/EDWOSB, SBA-certified 8(a)/SDB, CMMI Level 3, and a certified HUBZone company. Our successes are but a reflection of overall team strength and supportive partnerships. Some of our partnerships include; Microsoft, Esri, Oracle, Northrop Grumman, and Rentfrow, Inc. Our company fosters innovation which makes it a great place for entrepreneurs and hard workers to be grown. Our goal is to grow together and enjoy the work that we do as a team.

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Jr. Multimedia Developer

The Jr. Multimedia Developer's primary role is helping to develop media materials in support of IT and Geographic Information Systems (GIS) projects. The Jr. Multimedia Developer also plays a supporting role in related projects. This is a part time position for 10 hours per week.

Key Responsibilities:

- Video development and editing
- Research in related areas
- Marketing material drafting
- Social media outreach
- Various administrative tasks
- Document creation

Required Qualifications:

- Actively working towards a degree in graphic design, multimedia, computer science, or a related field (or completed degree).
- Minimum 1 year working knowledge of Adobe InDesign, Photoshop, Illustrator, Premiere, etc., or similar software.
- Working knowledge of basic productivity tools and software - Google Sheets and Docs, MS Word, MS Excel, PowerPoint.
- Familiarity with current technology (social media, cloud computing, "smart" internet searching.)
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Nice-To-Have Qualifications:

- Experience in creating corporate videos.
- Experience with integrating audio and video timing during video editing.
- Experience creating video screen grabs.

Jr. QA / QC Analyst

The Jr. Analyst's primary role is document review and document / file consolidation and organization in support of certification procedural analysis. The Jr. Analyst also plays a supporting role in related projects. This is a part time position for approximately 10 hours per week.

Key Responsibilities:

- Document review, classification, and organization
- Data source identification and collection
- Various administrative tasks
- Combine and create process / procedural documents.

Qualifications:

- Actively pursuing a degree in a business- or science- related field.
- High proficiency with basic productivity tools and software, e.g., Google Suite, MS Word, Excel, PowerPoint.
- Strong analytic, quantitative, and reasoning skills.
- Strong writing skills (sentence structure, grammar, punctuation.)
- Strong detail oriented approach.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

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Job Description:

The Jr. Recruitment Analyst's primary role on the Recruitment Team is data analysis and strategic research as it relates to finding strong candidates for our open VSC positions from across the country. The Jr. Recruitment Analyst also plays a supporting role in related projects. This is a part time position of approximately 10 hours per week.

Key Responsibilities:

- Work efficiently with team to complete assignments.
- Post open VSC team positions to community colleges, universities, and other locations across the country.
- Analyze applicants to identify best fit candidates for various open VSC positions.
- Support team with candidate interviewing preparations.
- Use strategic analysis to identify untapped candidate pools.
- Data/Spreadsheet analysis and clean up.
- Various administrative tasks in support of corporate needs and goals.

Required Qualifications:

- Strong proficiency with basic productivity tools and software, e.g. MS Word, Excel.
- Strong organizational, analytical, quantitative, logic and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Previous experience, knowledge, or education in Human Resources, Communication or Psychology areas.
- Ability to stay organized and follow through with project deadlines.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Nice to Have:

- Completion, or in pursue, of a degree in Human Resources, Communications, Psychology, or a field related to Recruitment / Customer Service area of study.
- Strong knowledge of Google Platform (Google Sheets, Docs, Calendar, etc.)
- Strong creative problem solving skills

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Jr. Training Analyst

The VSolvit Solutions Center (VSC) Training Team is tasked with developing and implementing Online Training for VSolvit LLC. We are a company in high-growth mode - as new needs arise, new processes are created, and our training team creates corresponding training courses to efficiently update all of our corporate employees.

Key Responsibilities:

- Creating Word / PowerPoint documents
- Updating Google Spreadsheets
- Working in our Moodle Online Learning Platform
- Attend meetings
- Email correspondence
- Various administrative tasks

Basic Qualifications:

- An interest in Training.
- An interest in Technology.
- Working knowledge with basic productivity tools and software, such as Google Sheets and Docs, MS Word, MS Excel, and PowerPoint.
- Actively pursuing a degree in computer science, programming, or a related field (or completion of a degree.)
- Familiarity with current technology (social media, cloud computing, “smart” internet searching.)
- Strong analytical, quantitative, and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Clear Communicator, in person and in writing.
- Entrepreneurial Attitude.
- Team Player.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Nice to Have:

- Advanced proficiency in Google Sheets and Docs, MS Word, MS Excel, and PowerPoint
- Experience making graphics such as screenshots
- Basic Photo-Editing Skills
- Experience with HTML and CSS
- Experience in a teaching/training setting, particularly online
- Completion of a degree in computer science, programming, or a related field
- Experience with an Online Learning Platform, e.g., Moodle

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