

# ToR STONE SOUP PROJECT ASSISTANT

**Stone Soup Consulting is recruiting a dynamic professional to support project coordinators in transversal activities connected to project implementation**

We are looking for a person:

- With at least 3 years of professional experience in project implementation
- Who has worked in/with the social sector
- Can read and write fluently English and Portuguese or Spanish. Knowledge of a third language is an added value
- Who has a sound working knowledge of internet-based platforms and communication tools (Teams preferably.), Office tools (Word, Excel, PowerPoint, etc.) and online survey tools such as Survey Monkey.
- Who is used to working homebased and develops tasks in an autonomous way
- Who shares Stone Soup principles and values

The person will be hired for a part-time job (20h/ per week) and will be homebased.

Job length: one year, with strong potential for extension. Starting in June 2022.

Salary/ benefits: according to Stone Soup's salary scale and Portuguese labour law.

Reporting to: Stone Soup partners and project coordinators

Tasks will include (indicative, non-exhaustive):

- Organisation of company information relating to projects
- Liaison with IT system manager relating to projects
- Insertion of project-related data into online platforms (e.g. Survey Monkey)
- Creation of tables/ statistics from online surveys relating to projects
- Conducting specific research and/or benchmarking studies (criteria depending on projects)
- Stakeholder mapping
- Organisation of project logistics
- Creation of project data for communication purposes
- Organisation of company information on projects (e.g. portfolio, project files and case studies)

Stone Soup is part of the Portuguese Diversity Chart and has a strong ethical stance. It is also a certified [B Corp](#). For all these reasons we will not discriminate candidates based on any diversity characteristics, so we encourage all persons to apply freely.

If you are interested in applying, please do so **until the 23<sup>th</sup> of May 2022** via online form. <https://stone-soup.net/join-us-form/>

**Please state you are answering this call - "Project Assistant".**