

Consulting Team Role: DEPUTY TEAM LEADER

Purpose/Objective: The Deputy Team Leader (DTL) collaborates with the Team Leader in any and/or all responsibilities, with the exception of managing the Client relationship. The DTL will often take the lead on scheduling meetings and handling team emails, but this is much more than an administrative role. Rather, the DTL serves as an important support lead to the Team Leader.

Location: The Deputy Team Leader will complete his/her role through a combination of remote work as well as physical attendance at meetings with the assigned Client and in-person team meetings as elected by the team.

Key Responsibilities:

- Attends all meetings with Client.
- Participates in weekly Team Meetings (most, if not all, via teleconference).
- Assists with team management; serves as a support lead to the Team Leader.
- Helps to coordinate scheduling and manages other duties as determined jointly by Team Leader and DTL.
- Assists with project wrap up and data collection.

Reports to: Team Leader

Qualifications: Leadership skills; Time Management; and Project Management. The Deputy Team Leader role is appropriate for someone with a project management, consulting or nonprofit background and/or someone with previous PennPAC consulting experience.

Length of Position: The Deputy Team Leader's role runs for three (3) months.

Time Commitment: The Deputy Team Leader's time commitment will average about 5 to 7 hours a week during the 8-10 week period of the consulting engagement, with additional time before the Kick-off meeting and after the Final Presentation.

Fall Projects: late September through mid-December

Spring Projects: March through May

Training/Support: Training via calls, will be provided for this position, along with a comprehensive Team Leader Toolkit, with extensive project management and presentation template materials. A cohort of other Team Leaders/Deputy Team Leaders will be available with which to exchange ideas and network.

Benefits: Professional and supportive atmosphere. Demonstrate and strengthen your leadership capability and fine-tune your project management skills. Gain exposure to the nonprofit industry and consulting function. Build relationships with Penn alumni. Provide the leadership necessary to ensure the ongoing success and growth of PennPAC. Receive priority staffing for future PennPAC assignments.

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