



## Project Associate

### Overview

Are you passionate about transforming public systems to better deliver benefits and services to those in need? Do you excel at identifying connections between various public systems and finding ways to improve customer experience, achieve high-impact outcomes, and enhance administrative efficiency? Do you value a participatory process that includes input and guidance from diverse perspectives? If your superpower is creating clarity from complexity and you thrive in envisioning and building new paradigms, consider joining our team!

We are seeking a Project Associate to provide project coordination and support the development of initiatives aimed at aligning resources for "no wrong door" social systems of care. Reporting to the Portfolio Manager, the Associate will contribute to multiple aspects of our system of care engagements, including:

- Day-to-day project coordination
- Documenting and organizing detailed meeting notes
- Drafting and managing client and stakeholder communications
- Planning, preparing, and facilitating large-scale multi-stakeholder workshops
- Preparing draft deliverables
- Ongoing refinement of related tools and templates

Consilience Group is a woman-owned, purpose-driven systems transformation firm dedicated to the physical, mental, social, and economic health and well-being of all people and communities. We work across sectors, systems, and organizations to align health and human service resources, transforming practices to deliver equitable, high-performing person-centered services. Our passionate team is committed to social change, nurturing the whole person, and promoting the unique qualities that enrich communities. For more information about our work, visit [www.consiliencgroup.com](http://www.consiliencgroup.com).

### Responsibilities:

- Support Portfolio Manager in all aspects of system of care project related needs.
- Monitor and update project workplans and timelines.
- Raise potential deviations from the workplan and address them with the internal project lead and client as needed and appropriate.
- Develop high quality draft project deliverables including, but not limited to reports, documents, and/or other deliverables.
- Plan, schedule, facilitate and document client meetings.
- Steward the ongoing development and refinement of project methodologies, tools, and templates.
- As directed by Portfolio Manager, engage with clients to review project deliverables, and provide timely responses to their questions and suggestions.
- Maintain a high level of professionalism and competence in client communications.
- Build positive working relationships with clients and ensure client satisfaction.
- Maintain complete project documentation for reference purposes.
- Ensure formatting of key documents is aligned with brand standards including presentations and final reports.



## Education, Experience and Skills

The ideal candidate possesses:

- A passion for promoting transformational change within the health and human services sectors.
- A related degree.
- Minimum of three years of related work experience.
- Subject matter understanding.
- Ability to multi-task and manage multiple projects and priorities.
- Strong analytical and critical thinking skills
- Flexibility and responsiveness to shifting priorities.
- Ability to execute technical business process workflows and related procedural documents.
- Excellent communications skills and uses a mix of mediums including, but not limited to, narrative, graphics and images, and oral presentation.
- Competency using web-based applications such as Zoom, Google, Survey Monkey, Smartsheet, and other online technologies.
- Strong working knowledge of Microsoft Office Suite

Additionally, good fit candidates:

- Derive satisfaction from working in a fast-paced client-oriented environment.
- Enjoy thinking creatively and identifying solutions that challenge the status quo.
- Are comfortable with a level of ambiguity and being responsible for generating solutions that help to bring greater clarity to an aspect of a project.
- Functions well within a team but can move assigned work forward independently without extensive oversight or direction.
- Driven to deliver high quality work.
- Bring a great sense of humor!

## Compensation Package

As a full-time Project Associate, we offer the following compensation and benefits:

- Annual salary starts at \$60,000, commensurate with experience.
- Hybrid work environment with the potential for fully remote support.
- Paid-time-off and work hour flexibility.
- Eligibility for comprehensive benefits including medical, dental, vision, life, retirement, employee assistance program, as well as other professional development opportunities.
- Opportunity to work alongside a team of talented and committed professionals who share a passion for social change.

## To Apply:

Email cover letter and resume to [learnmore@consiliencegroup.com](mailto:learnmore@consiliencegroup.com). Remote candidates will be considered.



## **Equal Opportunity and Equity Commitment**

*Consilience Group is an Equal Opportunity employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.*

Diversity, equity, and inclusion are at the center of the Consilience Group mission and culture, as well as our work with our clients. We strive as a company to foster a culture where every voice is welcome, heard, and respected. To do this we are committed to the following policies and practices:

- Our mission is centered in equity: *“We are a purpose-driven systems transformation firm committed to the physical, social and economic wellbeing of all people and communities We work within and across sectors, systems and organizations to align and integrate policy and practices for equitable people-centered services.”*
- We seek individuals with diverse experiences and perspectives. Our core teams consist of people of various genders, age, race, religion, and sexual orientation as well as professional and educational backgrounds.
- We augment our core experience through our contracting practices, resulting in a high proportion of partnerships with companies owned by people of color.
- We promote an environment that values teamwork, collaboration, and cross-learning opportunities.
- We regularly engage in professional development opportunities that advance our individual and collective understanding of the various facets of diversity, equity, and inclusion.