



Conscient Strategies is seeking an energetic and self-motivated Consultant interested in joining our growing team. We are seeking help from an exceptional candidate interested in entrepreneurship, organizational development and management consulting. The Consultant will contribute to a variety of assignments, supporting our work by participating in client facing engagements to spearheading supportive tasks and drafting business development proposals and thought leadership pieces. This position requires a high level of independence, proactive spirit and drive.

**Responsibilities:**

- Support client engagements by contributing to project design, management, and delivery
- Support client interviews and engagements by knowledge capture
- Conduct research in support of client projects and business development
- Analyze research findings and/or client data and develop clear visuals to communicate findings and support recommendations
- Support internal company initiatives, including marketing, training and development, intellectual property development, and company events

**Preferred Skills and Qualifications:**

- Strong organizational skills, ability to multi-task, and attention to detail
- Excellent research, analytical and writing skills
- Strong time management and organizational skills
- Outstanding attention-to-detail
- Strong verbal and written communication skills with the ability to easily communicate ideas and findings in clear, simple language
- Ability to collaborate well with a team, work independently with minimal guidance, and remain flexible in a fast-paced and changing environment
- Strong work ethic and positive, proactive approach to problem-solving
- A desire to learn, grow, and undertake new challenges
- Proficiency in MS Office, especially Excel, PowerPoint, and Word for document formatting, spreadsheet creation, chart/graph creation, and presentation creation.

Location: Washington DC metro area

Please submit all applications to [info@conscientstrategies.com](mailto:info@conscientstrategies.com) including a cover letter and resume.

**About Conscient Strategies**

We are a small, growing consulting firm creating sustainable change for our clients. Our engagements focus on strategy, scaling, leadership, merger integrations and workplace dynamics. We are looking for someone positively inclined, proactive, self-sufficient and experienced working directly with clients. We currently operate with a fully virtual team. We are committed to building and maintaining a company that prioritizes diverse people and perspectives. We are building an inclusive culture and engaging with people who bring different



perspectives and lived experiences to our efforts. We hire people with exceptional talents and abilities, then create an environment where you can become the best version of yourself. This makes us better and means better outcomes for our clients. Diversity and inclusion are not just concepts or moral imperatives, they are integral for our success.