

Associate Consultant Position

Conscient Strategies is seeking an energetic and self-motivated Associate 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. 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 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 also hope you are comfortable working outside an office setting.