



Three-Part Job Announcement Example

Title: Consulting Associate

Location: Virtual Office (company based in Melrose, MA)

Position: Part-time, as needed project support

Compensation: Hourly, commensurate with experience

Civitas Strategies, is a management consultancy that contributes to the betterment of children and families' lives by helping public-serving organizations grow through strategy design and crafting sustainable business models. Our clients do the truly noble work, in the trenches, with children and families. We enable a broad base of clients to reach more families and children by refining their strategy and sustaining their impact. Our commitment to community is not only in our client service, but also our pro bono projects, carbon neutral operations, and corporate giving program, which totals over 15% of our annual net profit.

Part 1 – A compelling description of the organization that excites candidates and sparks a desire to be part of your team.

The Position

The Consulting Associate will be responsible for providing as needed, self-managed support on a project-basis. Activities include:

- Conducting research to understand market trends and issues.
- Collecting and analyzing data.
- Proof reading and editing reports, proposals, emails, web content and other written communications.
- Developing client-ready documents including memoranda, presentations, and brief reports.

Part 2 – Limited position description and requirements that focus on what is most essential.

Core Qualifications

- Bachelor's degree required.
- Evidenced passion for social impact, education, or a related field.
- Ability to meet deadlines, manage a flexible schedule, and work independently and collaboratively.
- Strong verbal and written communication skills with a demonstrated ability to write clearly.

To Apply

If you are interested in applying, please send a resume, cover letter, and two writing samples to gary@civstrat.com. Applications will be reviewed as they are received.

Part 3 – The final print that includes all the details and how to apply.