



Consultant

Position Type: Full Time

Location: United States (remote)

Salary: \$57k

POSITION DESCRIPTION

As a Consultant at Milepost, you will provide support on client projects under the supervision of our Project Managers. You will contribute to a variety of tasks and projects, including creative visioning, communications strategy and planning, market research, data collection and analysis, writing and final quality reviews, and project team communications and management tools. Your work will contribute to cutting edge engagement strategies that help strengthen our customers' teams, programs, brands, and business strategies. This position also contributes to internal initiatives as requested in the areas of Sales, Marketing & Communications, and Staffing.

The ideal candidate will be:

- Flexible, organized, and analytical, with a strong attention to detail.
- Creative, strategic, and resourceful; unafraid to bring fresh ideas to the table.
- A skilled writer, able to produce grammatically accurate content on a wide variety of topics, for varying audiences, and using a range of tones and voices.
- Experienced in using social media platforms and other digital communications channels.
- Able to take ambiguous direction and create deliverables that fit the vision with minimal guidance.
- Naturally curious and eager to develop additional skills in new disciplines, including project management.

CORE RESPONSIBILITIES

- Contribute to new and existing client projects as part of a project team
- Manage project components where assigned, including carrying out research and data collection, performing analysis, developing deliverables and presentations, assisting with facilitation, and liaising with client team members
- Support the development of project work planning, including development of objectives, scope, deliverables, budget and timelines
- Incorporate principles of energy efficiency, energy management and sustainability into internal and client projects
- Participate in sales support activities as requested, including development of proposals, work plans and budgets, as well as marketing activities and market research
- Initiate and manage special projects as needed

REQUIRED COMPETENCIES

To fulfill the obligations of this position, our Consultant must demonstrate aptitude in the following areas:

- Proficiency in one or more of the following sectors/content areas: education, marketing, built environment, municipal planning/governance, resilience planning, risk assessment & mitigation
- Strong interpersonal and communication skills, with the ability to communicate and present ideas and choices clearly and professionally
- Excellent writing skills, with the ability to explain complicated topics in simple terms
- Maintain professionalism regarding schedules, costs, deadlines and work processes
- Proven ability to meet deadlines under pressure and adjust to changing priorities
- Able to multitask and manage multiple shifting timelines
- Work collaboratively in a team environment with remote partners
- Proficiency in Microsoft Office Suite

REQUIRED EXPERIENCE

- Bachelor's Degree or equivalent work experience
- 1-2 years prior experience in a business environment preferred
- Demonstrated success in highly ambiguous environments

WORKING CONDITIONS

- Most work activities are conducted at a desk on a computer
- Occasional overnight travel to other cities and states may be required post-COVID
- Travel to client locations may or may not have handicap accessible options
- Routine lifting and carrying of equipment and luggage necessary to conduct business

APPLICATION PROCESS

To apply, please send a cover letter and resume that illustrate your qualifications to staffing@milepostconsulting.com. Milepost will not accept phone calls or direct emails to individuals about this position. Applicants must be authorized to work in the U.S. without sponsorship.

ABOUT MILEPOST

We are a team of fun, values-driven, and collaborative problem-solvers located (mostly) in Seattle and Nashville. We use strategy, creativity, and fresh approaches to develop engaging experiences and compelling communications.

Milepost is a proud equal opportunity employer, and is committed to creating an equitable, diverse, and inclusive workplace. We do not discriminate on the basis of race, religion, color, gender identity or expression, sexual orientation, age, disability or Veteran status. Candidates from diverse backgrounds are strongly encouraged to apply.

Learn more about us and the work we do at www.milepostconsulting.com