

SENIOR ASSOCIATE

Applications will be considered on a rolling basis, but are due no later than April 15, 2024

ADR Vantage, Inc. is a leading consulting firm working at the intersection of three fields that most affect employees and their workplaces – Conflict Management, Organization Effectiveness, and Diversity, Equity, Inclusion & Accessibility (DEIA). From our beginning in 1993, our Washington DC-based, woman-owned firm built a reputation for making a difference in the complex work-life of the 21st Century. Our staff along with a nationwide network of professional practitioners, consultants, mediators, and coaches offer our clients a diverse array of cross-cutting expertise and lived experiences that make us singularly qualified to relate to and address the most complex and nuanced workplace situations. Our services allow clients to focus on and enjoy their work while improving the work environment for everyone. Our team is deeply committed to our mission of “*Helping People Work Better Together*”.

Roles and Responsibilities

The role of SENIOR ASSOCIATE is a full-time position that will work under the supervision of the Director of Programs and have a major role in project design, development, and implementation, potentially across all three of our core service areas listed above. This is the perfect position for an individual who enjoys the collegiality of a small team, is comfortable working both independently and collaboratively, enjoys working on a variety of projects, and has the passion and commitment of supporting individuals, workplaces, and organizations to thrive. Primary duties include:

- Providing direct client services including, but not limited to organizational development and effectiveness consulting; dispute resolution and conflict management; leadership and team development; small and large group facilitation; and DEIA-related programming.
- Designing, developing, and customizing training curricula and related learning materials, and delivering training and presentations to support client projects.
- Providing project management support to include contract and project level of effort scoping and planning; project design and development; quality assurance and troubleshooting; project evaluation, data analysis and reporting; project implementation; and sub-contractor assignments and relationship management.
- Administering cases referred to mediation, serving as the liaison between the client and assigned practitioners, ensuring cases are processed within appropriate deadlines.
- Supporting business development by assisting with proposal preparation and writing as assigned and collaborating on development growth opportunities with the Director of Programs and other staff.
- Contributing to the firm’s marketing and outreach efforts, periodically drafting social media posts, newsletter content, and other related materials; supporting external webinars and/or presentations; and representing the firm at external events such as conferences, etc.
- Supporting and coordinating with staff related to project reporting, invoicing, contract maintenance, and financial administration processes.



Core qualifications for the ideal candidate:

- Degree in Organizational Development, Leadership, Communications, Conflict Management, Psychology, Human Services, or a related field (Master's degree preferred).
- At least 7 years of experience in organizational development-related work with a workplace focus, including experience with conflict management in an organizational context and complex interpersonal and/or organizational group dynamics.
- At least 5 years of experience developing interactive instructional/curriculum design, together with the creation of innovative training aids and materials.
- Experience delivering in-person and virtual training programs and large and small group facilitation.
- Experience, facility, and comfort using a variety of virtual platforms (e.g., Zoom, Microsoft Teams, WebEx, etc.) and online tools to host meetings, trainings, or similar sessions, as well as experience using virtual meeting collaboration tools and programs.
- Strong written and oral communication skills.

Additional preferred qualifications include the following:

- Experience with programming related to diversity, equity, inclusion, and accessibility.
- Mediation skills training and experience as a mediator.
- Familiarity and experience developing and leading e-learning content and programs.
- Experience with the federal sector workplace.
- Experience writing proposals.

ADR Vantage offices are all virtual, and staff typically work from home offices. This position will also be primarily remote except for on-site client work, most often in the DC metro area. Even though the position is remote, we are looking for applicants who are located in or near the greater Washington, DC metro area as that is where our meeting space is located and many of our clients are based.

Starting Salary: \$105k - \$115k/year, commensurate with experience. Benefits include annual leave, sick leave, medical, dental and vision insurance, 401(k), professional development and virtual office support.

ADR Vantage is committed to an equitable and inclusive workplace, and we welcome individuals of all identities to apply. Applications will be considered on a rolling basis, but are due no later than **Monday, April 15, 2024**.

To apply, please send a current resume, cover email/letter and a short writing sample to admin@advantage.com. PDF version of all documents is preferred. Please specify your name and the job title of the position in the subject line of your email. Some examples of writing samples to be submitted include short project or program reports, an excerpt from a proposal or grant narrative, authored articles, blog post, or similar.