



Helping People Work Better Together

SENIOR ASSOCIATE, DEI

Applications will be considered on a rolling basis until the position is filled.

ADR Vantage, Inc. is a leading consulting firm working at the intersection of three fields that most affect employees and their workplaces – Diversity, Equity, and Inclusion (DEI); Conflict Management; and Organization Effectiveness. 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 (DEI) is a full-time position that will work under the supervision of the Director of Programs and have a major role in project development and implementation, primarily in the areas of DEI and organization effectiveness but 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. The person in this position will:

- Provide direct client services including, but not limited to, DEI programming and consulting, project development and training; organizational effectiveness consulting; leadership and team development; and small and large group facilitation.
- Develop and customize training curricula and related learning materials and deliver virtual and in-person training and presentations.
- Support a DEI focus across all ADR Vantage service areas.
- Provide project management support to include contract and project level of effort scoping and planning; project development and implementation; quality assurance and troubleshooting; project evaluation, data analysis and reporting; sub-contractor project assignments; and relationship management.
- Support business development by assisting with proposal preparation and writing and collaborating on business growth opportunities as assigned.
- Contribute 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.
- Support and coordinate with staff related to project reporting, invoicing, contract maintenance, and financial administration processes.



Core qualifications for the ideal candidate:

- An advanced degree in a related field and five (5) years of relevant work experience OR a bachelor's degree and seven (7) years of relevant work experience.
- Experience with designing, consulting and collaborating on projects relating to DEI.
- Experience delivering in-person and virtual training/education programs and facilitating large and small group dialogues.
- Experience, facility, and comfort using a variety of virtual platforms as well as online tools and programs to host meetings, trainings, or similar sessions.
- Strong written and oral communication skills.

Additional preferred qualifications include the following:

- Experience with the federal sector.
- Experience as an external consultant.
- Experience with employee engagement and workplace culture initiatives, employee resources groups (ERGs), and/or workplace anti-harassment efforts.
- Experience with workplace conflict resolution, completion of mediation skills training and/or experience as a mediator.
- Experience writing proposals.

ADR Vantage offices are all virtual, and staff work from home offices, except for on-site client work, most often in the DC metro area. Applicants who reside in or near the greater Washington, DC metro area are preferred, as that is where our meeting space is located and many of our clients are based.

Starting Salary: \$105k - \$120k/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 until the position is filled.*

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 this position in the subject line of your email. 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, etc.