

AWESOME Associate Consultant Position

Wilson and Associates Coaching and Consulting, LLC is looking for our next dynamic team member to help us deepen our impact around racial justice, equity, and inclusion. The **Associate Consultant** role is for someone that has been interested in getting into this field and has just been waiting on the *right* opportunity. The **Associate Consultant** will work directly with the firm's founder and CEO, Chrysta Wilson, to support our clients who are *people who deeply care about creating racially just and equitable organizations and a society where people thrive*.

What You Will Do: In this role, the Associate Consultant will (virtually & remotely):

- Work closely with the firm's CEO to support the development of client deliverables
- Provide light project management support (*e.g. track project action plans and to-do lists*) across multiple contracts to help keep us on track with deadlines.
- Organize and schedule meetings with clients using virtual scheduling tools.
- Communicate with clients via email.
- Develop documents including *meeting agendas, meeting summaries, and post-meeting action plans using our templates*.
- Provide virtual meeting support (e.g. co-manage Zoom meetings, support link-sharing during meetings)

While this is a 3-month contract, we are in the process of building and scaling up. We have big dreams and we hope that includes YOU! Our hope is that this Associate Consultant Role scales and grows with us. Compensation can be negotiated based on the skills and experience of the consultant. Time and compensation are:

- Contract Duration: April 2022-June 2022 (3 months)
- Time Commitment: Estimated 5-10 hours per week, 40 hours maximum per month.
- Budget: \$50*/hour

About Wilson and Associates Coaching and Consulting, LLC

Wilson and Associates Coaching and Consulting, LLC, is a Racial Justice and Equity Consulting Firm that works with **people who care** in nonprofit organizations, ethical corporations, and government agencies to develop strategies and action plans rooted in ***inclusion, diversity, equity, anti-racism, and liberation*** that transform the culture, practices, structures, and policy within organizations to disrupt bias and "everyday oppression".

We currently work with organizations who are:

- Working at the intersection of conservation, climate change, and environmental justice.
- Working in the health equity space & working to build an anti-racist organization infused with the principles and practices of justice, equity, diversity, and inclusion.
- Working to build a progressive, social change movement led by BIPOC nonprofit organizations.
- Engaging nonprofit coalitions and the business sector to develop strategies for addressing racial disparities experienced by workers of color.

- Working to build an organizational culture where there is psychological safety and practices for facilitating generative conflict.

You can learn more about Chrysta and the company here: <https://www.wilson-and-associates.com/>

Who We Are Looking For: *The person we hope to contract will have the following experience, talents, and abilities:*

- **Life Experience:** You have somatic, personal, or lived experience with systems of oppression (*racism, sexism, trans bias, gender bias, ableism, etc*) in the United States. You are committed to racial justice and equity.
- **People Skills:** You bring joy and compassion into your work, demonstrate care and empathy for others, and can build positive relationships with others to foster collaboration.
- **Communication Skills:** You have good written communications skills and are able to supplement your writing with technological support (e.g. spell-check, Grammarly) because hey! we can all use support!
- **Technical Skills:** You are skilled in using Google Suite (Slides, Docs, Sheets) and can create digital documents with ease.
- **Executive Skills:** You are detail-oriented, very organized, and are good at managing a task from the beginning to the end.
- **Problem Solving:** You like to get curious and get creative to find solutions.

Please let us know if you have any experience in the following areas:

- **Facilitation:** (facilitating large groups, small groups, interviews, focus groups, or virtual meetings)
- **Training:** (developing training materials and/or content; facilitating training)
- **Interviewing:** (developing interview questions/protocols; analyzing interview findings; writing interview summary reports)
- **Creating Visuals:** (creating on Canva; creating visual dashboards; data visualization)

Our Commitment to You:

- We will make sure you have what you need to be a successful contractor.
- We will treat you with care and respect.
- We will encourage you and be your cheerleader.
- We will pay you electronically and when we say we will.

Interested?

Send 500 words or less about why you're interested in being Wilson and Associates' next **Associate Consultant** + a resume to hello@wilson-and-associates.com. Be sure to put "Garden" in the Subject Field of your email. Accepting resumes until filled.