

## POSITION DESCRIPTION



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### Duty Action Results Excellence

<b>Position:</b>	Associate Consultant		
<b>Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Regular FT <input type="checkbox"/> Contract	Other:
<b>Location:</b>	Portsmouth, NH	<b>Date Prepared:</b>	August 2009
<b>Reports To:</b>	Senior Consultant	<b>Approved By:</b>	DVP 08/26/09

**The Company:** Dare Mighty Things, Inc. is a veteran owned small business with offices located in Washington, D.C. and Portsmouth, NH. A for-profit management consulting firm, DMT specializes in creating and managing solutions that achieve important social outcomes for clients in the public and non-profit sectors.

**Purpose:** The Associate Consultant is a member of DMT's primary client interface team, and delivers a variety of training and technical assistance engagements to adult learners on a variety of projects, including our government clients and field activities focused on youth and families. Efforts for this role emphasize support of the National Guard Youth ChalleNGe Program (NGYCP) in equipping paraprofessionals with skills and knowledge required to work effectively with high school dropouts. The associate consultant will also work collaboratively with curriculum and product developers in a blended learning environment.

### Essential Accountabilities:

- **Training Preparation, Delivery, and Follow-up.** Collaborate with curriculum developers to ensure training content and materials are developed and structured for quality delivery. Assess training audience and objectives, prepare presentations, and deliver training that enables trainees to achieve objectives within a productive and stimulating learning environment. Follow-up to assess the learning process and objective accomplishment.
- **Technical Assistance.** Conduct preliminary needs analysis, prepare relevant materials, and conduct technical assistance to enhance customers' effectiveness and efficiency in the delivery of program services. Associate Consultant will be able to employ technical assistance both on-site and remotely through phone, email, websites, virtual workshops, newsletters, and other means of communication that meets the clients' needs.
- **Problem Solving.** Identify best practices and emerging, innovative concepts and practical solutions in the clients' areas of interest. Design, develop, implement and manage a comprehensive approach to problem solving including problem identification, data collection and analysis, assessment of alternative solutions, and presentation of findings and recommendations.
- **Customer Service.** In accordance with specified statement of work, identify and assess client needs and develop budget-sensitive solutions, preferably in a range of options, to meet those needs. Anticipate client requirements, be proactive, and provide responsive service to client requests.

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- **Brand Image.** Proactively reinforces DMT's corporate values and image on an on-going basis. Ensures that all knowledge and/or best practices are packaged and disseminated in accordance with DMT's image requirements.

### Minimum Qualifications and Profile:

	Required	Preferred
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Bachelors degree in education, psychology, public policy, social work, or other related field with an outstanding academic record.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced degree in education, psychology, public policy, social work, or other related field with an outstanding academic record.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 4 years of prior consulting/training experience a must, including an understanding of instructional system design and curriculum development.</li> <li>• Prior experience with employer relationship building, mobilizing volunteers, and managing volunteers.</li> <li>• Past military experience and a familiarity with government operations and systems.</li> <li>• Experience with distance learning instructional design and delivery methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 years of prior consulting/training experience a must, including an understanding of instructional system design and curriculum development.</li> <li>• Prior experience working with high-school dropouts.</li> <li>• Prior mentoring experience.</li> </ul>
<b>Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>• Knowledge of best practices employer relations, volunteer mobilization and management.</li> <li>• Solid understanding of instructional system design.</li> <li>• Superior communication skills, both written and oral.</li> <li>• Talented presenter. Able to translate research and analysis into meaningful information as both a presenter and a writer.</li> <li>• Advanced knowledge of MS PowerPoint, Word, Outlook</li> </ul>	

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<b>Talents/Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Ability to travel 10 – 15 days per month.</li><li>• Extraordinarily organized and process oriented.</li><li>• A passion for teaching, coaching, and helping others to believe they can change, with a special interest in empowering employers and volunteers.</li><li>• Socially oriented and a strong relationship builder.</li><li>• A self-starter, with a sense of humor and a positive, can-do attitude.</li><li>• Works at a fast pace, multi-tasks with ease, and is highly structured.</li><li>• Demonstrates behavior in alignment with DMT's core values.**</li></ul>	
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*\*This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the company reserves the right to modify, add or remove duties and assign other duties as necessary.*

*\*\*See also DMT's general staff profile.*

### To Apply:

Please email your résumé and a brief introduction to Catherine Plourde at [tm@daremightythings.com](mailto:tm@daremightythings.com).

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