



Engaged Employees ~ Thriving Organizations

Project Associate

Are you excited about an opportunity to join a team that is passionate about improving workplace environments? Are you a process-oriented, systems-thinker with a strong background in project management? Are you comfortable working in a fluid environment and naturally inclined to spot a need and fill it? If you enthusiastically answered YES, ADR Vantage is interested in talking to you about our full-time Project Associate opportunity.

ADR Vantage, Inc. is a leading provider of conflict management, organizational effectiveness, and employee engagement services with a 20 year history of work with the federal and private sectors. We are a small, woman-owned consulting firm headquartered in Washington, DC that operates from a set of core values that include commitments to cultivating relationships, authenticity, respect, adaptability, learning from our experiences, using a positive approach, and sharing responsibility and ownership. Our team is excited to welcome a new member that shares our values and has a passion for the work we do.

The Project Associate will provide a range of program and project management support as well as administrative support to our team. Responsibilities of the Project Associate will be:

- Participate in various aspects of project implementation, including planning, coordination, completion of assigned deliverables, monitoring and evaluation;
- Conduct research and present reports (both oral and written);
- Manage, edit and maintain website and social media;
- Create/assist in the development of presentations, proposals, training, marketing and other materials;
- Support business development through marketing, research, networking and occasional presentations; and
- Handle a range of important administrative tasks, including management of calendars, travel, expense reporting, invoicing, maintenance of credentials, production of training materials, etc.

Qualifications of an ideal Project Associate are:

- 5 years of experience in project management and successfully collaborating with a team (*exp. in a consulting or professional services environment preferred; exp. in marketing or business development a plus; exp. in conflict management, organizational development, or related field a major plus*);
- At least a Bachelor's degree (*preferably in conflict management, OD or related field*);
- A keen interest in and a depth and breadth of technology savvy, including expertise in Microsoft Office, website editing, social media, blogs, web and phone conferencing, online survey tools, etc.;
- Strong writing, research and communication skills;
- Excellent attention to detail and accuracy;
- Willingness to take initiative and ability to work well with minimal supervision;
- Demonstrable good judgment, integrity and respect in decision-making and communication; and
- Strong desire to progress to higher levels of responsibility and build a professional career in our field.

To apply, send a statement demonstrating why you're a good fit for this position, a current resume, a brief writing sample, and three references to info@advantage.com by May 28, 2014. No phone calls please.