



Entry-Level Consultant
(Job Code 64)

Ross Strategic is looking for a talented individual to join our team of consultants. We are a Seattle-based company that provides strategic support to public agencies, private businesses, foundations, and not-for-profit organizations primarily on environmental, energy, public health, and natural resources issues. We specialize in helping to develop sustainable programs and policies by bridging interests through collaborative processes, evaluation, and integrated policy and technical analysis. For more information on the firm's projects and clients, please visit our website at www.rossstrategic.com.

General Responsibilities

- Support new and ongoing projects as part of a consultant team
- Support all aspects of meeting design and facilitation, including taking notes and drafting and preparing meeting summaries, agendas, and background materials
- Assist in the preparation of clearly written, accurate documents, presentations, and reports concerning issues central to the projects
- Conduct project-specific research on policies, programs, activities, and innovations
- Communicate regularly and establish rapport with clients including government officials and others
- Coordinate project logistics, including scheduling and arrangements for teleconferences and meetings
- Provide project management support

Required Qualifications

- BA/BS degree in environmental studies, energy policy, ecology/natural resources, public policy, or related field
- Demonstrated interest in and familiarity with U.S. environmental, energy, and/or natural resource programs
- Strong organizational and planning skills
- Strong writing, communications, and interpersonal skills
- Ability to work as part of a team
- Ability to work under tight timelines with multiple and overlapping tasks and to work in situations requiring self-direction and initiative
- Proficiency with standard office software such as MS Word, Powerpoint, Outlook, and Excel
- 0-3 years work experience

Salary range is \$35K - \$42K/year, depending on qualifications and experience. Comprehensive benefit package includes: fully funded employee health, dental, and life insurances; paid holidays, sick, and personal leave; 401(k); and public transit pass. Ross Strategic is an Equal Opportunity Employer.

TO APPLY

Submit a cover letter and resume addressing your job qualifications and interests to personnel@rossstrategic.com with "Job Code 64" in the subject line. **Electronic resumes only. Position open until filled.**