

## **Community Outreach Mentorship Program Brainard Strategy**

### ***Program Overview***

The Community Outreach Mentorship Program at Brainard Strategy is a learning opportunity for bright and motivated individuals interested in entering the workforce in fields related to Business Strategy and Organizational Development. We recognize that it can be difficult at times for people just entering the workforce to gain the professional experience needed to land careers in their chosen fields. This program is designed to offer experience, training, and professional development in the form of on-the-job, hands-on learning in partnership with our consultants.

Successful candidates of the Community Outreach Mentorship Program will be considered Jr. Associates of Brainard Strategy and will partner with a consultant on the design and delivery of client. Jr. Associates will be invited by a consultant to participate in one client-facing project at a time and spend the rest of their time on internal projects designed to strategically develop the firm. Client-facing projects will vary in their focus from assessing executives for succession planning, to developing business strategy and can include any of the content areas from the full line of services provided by Brainard Strategy.

### ***Job Description***

Job Title: Jr. Associate

Compensation: \$15/hour, project work with flexible hours

Brainard Strategy is looking for several, exceptionally bright Jr. Associates who are learning-oriented to take active roles in partnership with our consultants on projects. The right candidates will be motivated for professional growth, and have an interest in pursuing a career in a related field.

Requirements for this role:

- Writing proficiency
- Detail orientation
- High school education
- Flexible working hours

Specific duties for this role will be project specific, but may include:

- Creating client presentations
- Project coordination / project management
- Project logistics
- Taking notes during client meetings
- Drafting client communications
- Survey / assessment administration and reporting
- Data analysis and reporting

Interested individuals are requested to submit a portfolio of work samples which represents solely their own contributions:

- a writing sample that demonstrates critical thinking
- a sample power point presentation
- a sample report that represents the results from data analysis
- resume

Please submit all materials to: [jkonkin@brainardstrategy.com](mailto:jkonkin@brainardstrategy.com)