

JOIN OUR TEAM!

About CDR

CDR is a 40-year consulting firm that **HELPS DIVERSE STAKEHOLDERS MAKE BETTER DECISIONS** on large, complex - and often controversial - public projects. We're leaders in the space we helped create. Our core services include facilitation, conflict management, community engagement, and training. Our practice areas include transportation, strategic and master planning, public lands management, and water. The binding element of our work is the pursuit of **IMPROVED PUBLIC PLANNING BY BRINGING DIVERSE AND SOMETIMES CONFLICTING PERSPECTIVES TOGETHER.**

We're Looking for a Program Associate



YOU ARE A GOOD
COMMUNICATOR &
ORGANIZER



YOU ARE
HARDWORKING &
RELIABLE



YOU ARE CREATIVE
& WILLING
TO QUESTION
CONVENTION

As a junior member of our team, you'll be assisting with the design and implementation of our services, organizational and office needs, and communication with stakeholders. You'll join a team of dedicated, hard-working, fun-loving professionals on Colorado's Front Range.

Qualifications and Skills

- A bachelor's or master's degree
- Experience in a related field of work
- Experience in project management, facilitation, training, program evaluation, and/or process design
- Excellent writing and communication skills are a must
- Specialized skills such as public relations, office administration, or graphic design are a plus
- Ability to manage flexible work schedule, including mornings, evenings, and weekend work
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget
- Ability to work independently and take initiative in a fast-paced work environment
- Proficient in computer use including managing data, reporting, Microsoft Office, use of Google Mail and Google Drive, and designing basic outreach materials
- Experience with InDesign and/or advanced data analysis is a plus
- Ability to provide your own transportation to meetings and events outside the Greater Denver area
- Desire to develop conflict management, stakeholder engagement, and facilitation skills and to grow within the organization
- Willingness to work 40+ hours per week

Responsibilities

- Serve as a junior member of facilitation, mediation, and training teams. This may include meeting material preparation, flip-chart recording, note-taking, writing meeting summaries, handling logistical tasks, and assisting with project management
- Maintain and organize relevant project materials and records as needed for planning, evaluation, and monitoring
- General office administration and organization. This may include maintaining office supply inventory, purchasing materials for projects, and general organization of office space
- Assist with the management of website content, newsletter, and other social media
- Assist with writing and design of proposals, and respond to information requests from prospective clients
- Support the development and revision of training materials including: training offerings, curricula, and training evaluation
- Prioritize and organize assigned work to ensure projects are completed on time and in scope

NEXT STEPS:

Send us a (1) Resume, (2) Cover Letter, and (3) Tweet (280 CHARACTERS) about what energizes you most. We'll be reviewing and engaging with applicants on a rolling basis. All emails can be sent to careers@mediate.org. Please write "CDR Program Associate 2019 Application_[First Name] [Last Name]" in the subject line.