

PROGRAM ASSOCIATE POSITION DESCRIPTION

ABOUT [CDR ASSOCIATES](#):

We are a collaboration and communications consulting firm in Boulder, Colorado. We're facilitators. We help governments and communities make decisions on large, complex public projects.

We're looking for an entry-level **Program Associate** to join our team. Our team is the perfect match for professionals seeking values-based work, opportunities for growth, and a workplace culture that values individual perspectives and self-empowerment. There's flexibility in where you work – sometimes you work from home, sometimes in the office in Boulder, sometimes in client's offices, and other times wherever you like to hang your hat.

ABOUT THE POSITION:

You will support a range of stakeholder engagement, communications, problem solving, and conflict resolution projects. You will work on projects in the transportation, water, and public lands management fields in Colorado as well as in the regional West.

Roles and Responsibilities include:

- Administrative and Organizational Support
 - Manage organization email and phone accounts
 - Organize organizational functions/internal meetings
- Marketing and Communications
 - Marketing Support
 - Proposal coordination and graphic design
- Project Support
 - Manage meeting logistics and technology
 - Write, edit and/or proofread project reports and meeting summaries
 - Develop meeting materials
 - Co-facilitation of meetings
 - Coordination with clients

ABOUT YOU:

You have a master's degree and one year of experience or a bachelor's degree and three years of experience along with an interest in multi-modal transportation, community and regional planning, natural resource management, and/or environmental public policy issues. Fluency in Spanish is highly desirable but not required. We are looking for someone who is comfortable managing projects virtually. Adobe Creative Suite experience is strongly preferred.

You are:

RESULTS ORIENTED: You are able to prioritize and multi-task to achieve great results. You value quality work, are able to manage short turnarounds, and can stay on time and on budget.

ORGANIZED AND DETAILED: You manage your projects and information in an organized way to ensure nothing slips through the cracks, and you pay close attention to detail.

CREATIVE AND FLEXIBLE: You can clearly and graphically communicate complex information in a creative way and are able to adapt to changing conditions easily.

COMFORTABLE WORKING IN A STRUCTURED AS WELL AS AN UNPREDICTABLE ENVIRONMENT: You produce quality work independently and as a team. You take initiative and contribute to team dynamics by offering new ideas and creative solutions to unexpected or surprising challenges.

SELF-STARTER: You have an entrepreneurial mindset and are interested in future growth opportunities.

CDR offers a benefits package to employees including health insurance and paid vacation. Compensation will be determined based on the experience of the selected candidate but is expected to fall into the low to mid \$50k a year range.

What's Next

Send us a (1) Resume, (2) a Tweet that describes what energizes you, and (3) either a narrative text (less than a page) or graphic flier describing something important to you, by April 9, 2022.

We'll be reviewing and engaging with applicants on a rolling basis – so get cracking! Correspondence can be sent to careers@mediate.org.

Please write "CDR Program Associate Application_[First Name] [Last Name]" in the subject line of the email.