



**ASSOCIATE CONSULTANT**  
**Full-Time Exempt • Location: Beacon Hill, Seattle**  
**Equal Opportunity Employer**

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

### About the Role

Does the idea of building a new program excite you? Are you intrigued by the idea of using behavioral science, human-centered design, and process improvement to make higher education more accessible to underserved students?

We're seeking an **Associate Consultant** to support the launch and development of our new Student-Centered Design Consulting Program, which will assist community colleges in being more responsive to low-income students by designing and testing behaviorally-informed interventions. You'll have the opportunity to get in on the ground floor of this exciting new initiative within Seattle Jobs Initiative's consulting team!

In this role, you'll not only be assisting the Sr. Consultant in all aspects of program development (program coordination, client-facing work, research, writing, and business development), you will also have opportunities to work on other consulting projects. Some travel (less than 20%) may be required. If you're comfortable wearing many hats and interested in human behavior, systems improvement, post-secondary education, and poverty reduction, we'd love to hear from you.

### Qualifications and Experience

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promotes equity through racial and social justice, and leadership behavior.**
- **EDUCATION:** Bachelor's degree, or a combined equivalent of education and experience.
- **EXPERIENCE:**
  - 2-4 years' experience (preferred) in one or more of the following areas: Research, behavioral science work, consulting, work with community colleges or in education administration (or similar).
  - Proven project management experience.
  - Previous experience in a client-facing environment or in teaching or facilitating is a bonus
- **OTHER QUALIFICATIONS:**
  - Interest or experience in the post-secondary education sector (community college experience a plus), as well as work with poverty-reduction strategies.
  - Interest or experience in one or more of the following disciplines: human-centered design, behavioral science, process improvement
  - A dedication to quality and a strong desire to learn
  - The ability to work as an independent self-starter and collaboratively in a larger team setting
  - The ability to participate in experiment design, data recording and analysis, and the ability to report and present results
  - Polished written and verbal communication skills
  - Strong PowerPoint, Word, and Excel skills
  - Proficiency in Adobe Creative Suite
  - A thorough understanding of how to effectively utilize Microsoft Office and Adobe applications to develop engaging training and marketing materials
  - Excellent organizational skills, strong attention to detail
  - Regular and timely attendance
  - Reliable transportation and valid driver's license and proof of insurance required for local travel

**Salary/Benefits:** Competitive salary, company paid employee medical, dental, vision, short- and long-term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

**TO APPLY:** Please e-mail your resume and cover letter to: [kmichelclark@seattlejobsinit.com](mailto:kmichelclark@seattlejobsinit.com)