

Associate Opportunity in Portland, Oregon

Kearns & West's Portland, Oregon Office seeks an Associate for immediate hire. Kearns & West is a national collaborative problem solving, dispute resolution, and strategic communications firm with offices in Portland, OR, Sacramento/Davis and San Francisco, CA, and Washington DC.

Associate Position

The Associate will support collaborative problem solving, dispute resolution, and public engagement processes involving stakeholders from state and federal agencies, tribes, advocacy organizations, industry, and local interests in the Pacific Northwest region as well as across the United States.

The position involves a wide range of responsibilities and roles including: interaction with diverse stakeholders, facilitation of small groups, all aspects of planning and executing stakeholder meetings or other forums (including logistics such as facility location and invitations), project research, strategic planning, communications and outreach support, preparation of meeting summaries, development of project proposals including budgets, business development, contract administration, and invoice and expense report preparation.

We're looking for someone who is:

- Organized and prepared to contribute to team organization
- Adaptable and flexible
- Self-motivated and comfortable working independently
- An effective and reliable communicator
- Comfortable leading and facilitating small group meetings
- Comfortable with taking direction yet able to take the initiative as needed
- Able to reliably set priorities, manage multiple tasks, and meet project deadlines
- Able to work and balance multiple projects for multiple clients
- Successful at balancing working as part of a team with working independently, and
- Comfortable working in a small [2-3 person] office environment and collaborating virtually with inter-office teams (based in San Francisco, Sacramento/Davis, and Washington, DC).

A strong candidate will have sound professional and personal judgment. Work assignments will involve projects in the Portland Office as well as in other offices, and the ability to work with staff in other locations will be important. We are in the business of supporting effective problem solving, often in the public sector, so communication skills are critical. A strong candidate will write clearly and accurately under deadlines, will be articulate in public forums, and will have strong "people" skills.

This position:

- Offers significant opportunities for professional growth and education
- Will require regular presence in our Portland Office as well as some travel
- Is a neutral facilitation/collaboration position; not an advocacy position.

A strong candidate will be interested in a career that incorporates strong collaborative problem solving abilities.

Minimum Education: Bachelor of Science or Bachelor of Arts degree or equivalent. Advanced degree or education a plus but will not change job duties.

Preferred Experience: Strong candidates will have two to five years of experience or master's degree equivalent with a focus on public policy, energy/transmission, the environment, water issues, or conflict management and resolution. Demonstrated understanding and interest in public policy will enhance an application. Proficiency with database management, graphic design, and social media tools, and with GIS tools, also a plus.

Required Skills: Proficiency in MS Office (Outlook, Word, PowerPoint, and Excel) is required. Proficiency in online collaboration tools, such as running webinars, is desirable.

Please e-mail resume & cover letter to personnel@kearnswest.com. No faxes or phone calls please. Resumes will be accepted until the position is filled.

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In addition, Kearns & West anticipates additional hires in the near future for all offices (Washington DC, Sacramento, CA, San Francisco, CA, Portland, OR). Resumes from senior mediators and public involvement specialists along with cover letters should be submitted to personnel@kearnswest.com.