



About Stratavize:

Our Why

We know the old saying *"do what you love, and you'll never work a day in your life"* well... we believe it and live it. Our consulting team genuinely enjoys helping clients solve some of their toughest challenges. We L-O-V-E tackling businesses that need to reimagine how they will compete in the future. We enjoy getting in the trenches with our clients to take on tough problems like improving culture, enhancing the customer experience, or redesigning process.

What We Do

Stratavize Consulting is a consulting partner that helps mid-sized organizations reimagine and transform their business. We believe one of the biggest reasons' teams fail is misalignment; this could be the misalignment of goals, roles, or expectations. Together, we work with our clients to overcome these challenges and other problems teams face. Without high-performing teams, leaders can't execute. Without great leaders, teams flounder in dismay. Together, we collaborate to design a strategic plan for the entire organization focusing on everything from business direction to how to engage employees. We work with our clients from end to end; HR to operations to marketing. It's our mission to help organizations reach their best-envisioned future.

Our Approach

Stratavize's approach is process consultation, that means we believe in mutual respect and a relationship that the consultant isn't coming with all the answers. We are here to help design and facilitate a process where the organization itself can develop its own solutions in a way that is specific to the needs and capabilities of the organization.

Why Do We Need an Associate Consultant?

We believe what you focus on grows and we are focused on letting mid-size organizations know the Stratavize story and how we can help them reimagine their strategy, enhance their leadership teams and upskill their team members. We are looking for a detail-oriented person that enjoys moving projects from idea to completion. As an Associate Consultant, you play a key role in helping projects come to completion for our clients.

Associate Consultant Job Description:

We are looking for someone who does not like to be micromanaged but also does not go ghost while working remote. This person can jump in and take ownership right away.

In general, you will be doing the following:

Project Management:

- Develops plans for completing work assignments to effectively prioritize and self-manage workload.
- Communicates tasks, issues, progress, and status of assigned tasks, seeking help or advice when needed.
- Keeps notes of meetings and tracks progress, to ensure work continues to move along.
- Manages upward effectively and proactively communicates with team.
- Creates agendas to ensure meetings are effective and efficient.

Data Collection and Research:

- Reviews data that has been gathered and determines when additional data is needed.
- Researches industry data, when needed, to share the current state of competition or market.
- Synthesizes analyses and highlights implications of findings with guidance of team members.

- ☑ Uses basic software, analytical, and research tools needed to perform assigned work, developing pertinent and insightful analysis.
- ☑ Creates surveys and listening session plans, questions, and process.

Formal Communication:

- ☑ Drafts effective, creative client deliverables and presents findings with oversight.
- ☑ Synthesizes findings into key messages for appropriate audience.
- ☑ Produces effective, creative deliverables for assigned sections, given overall deliverable outline and framework.
- ☑ Proactively assists in development of project proposals, recommendations, implementation plans, communication packages, performance measurement tools and training materials related to the assigned projects.
- ☑ Utilizes effective listening skills and communicates clearly and succinctly both verbally and in writing.
- ☑ Will set and adjust priorities to meet client needs while responding to and resolving problems impacting customers in a timely and professional manner.

To Be Successful In This Role You Should Enjoy:

- ☑ Wearing many hats! You may be preparing a meeting one day and writing a communication for the website the next day.
- ☑ Taking on multiple projects with ease and confidence.
- ☑ Working with a variety of companies and organizations.
- ☑ Moving idea to action with a knack for making the unclear clear.
- ☑ Taking initiative and love tackling wicked complex problems projects.
- ☑ Preparing presentations in PowerPoint, reviewing, and analyzing data in Excel and creating communications in Word.

Minimum skills, abilities, and knowledge:

- ☐ Bachelor's Degree preferred but not required
- ☐ Strong written and verbal communication skills
- ☐ Organized and deadline oriented
- ☐ Ability to collaborate with a variety of organizations and stakeholders
- ☐ Knowledge of initiative management; conception of an idea through implementation
- ☐ Event coordination and management experience
- ☐ A minimum of 3 years of experience in roles heavily centered around data analysis, communication, and/or client relations.
- ☐ Working knowledge of social media platforms, and how to create appropriate content
- ☐ Working knowledge of: G-Suite, Microsoft Office 365 Suite
- ☐ Approachable, positive attitude with the ability to adapt to a quickly changing environment

Other considerations:

- ☐ This is a remote position with considerable built-in flexibility
- ☐ This position involves learning and gathering sensitive information and therefore protecting confidentiality is sometimes key to this role
- ☐ Applications will be reviewed until the position is filled.

What do I need to do to get an interview?

To be considered for this role, submit the following to support@stratavize.com

- ☑ Resume
- ☑ Cover letter that explains why you're a good fit for this role and shares your remote working habits

How do I learn more about Stratavize?

To learn more about our story and how we help our clients, visit <https://www.stratavize.com/>