Title: Consulting Associate  
Location: Virtual Office (company based in Melrose, MA)  
Position: Part-time, as needed project support  
Compensation: Hourly, commensurate with experience  

Civitas Strategies, is a management consultancy that contributes to the betterment of children and families’ lives by helping public-serving organizations grow through strategy design and crafting sustainable business models. Our clients do the truly noble work, in the trenches, with children and families. We enable a broad base of clients to reach more families and children by refining their strategy and sustaining their impact. Our commitment to community is not only in our client service, but also our pro bono projects, carbon neutral operations, and corporate giving program, which totals over 15% of our annual net profit.  

The Position  
The Consulting Associate will be responsible for providing as needed, self-managed support on a project-basis. Activities include:  
• Conducting research to understand market trends and issues.  
• Collecting and analyzing data.  
• Proof reading and editing reports, proposals, emails, web content and other written communications.  
• Developing client-ready documents including memoranda, presentations, and brief reports.  

Core Qualifications  
• Bachelor’s degree required.  
• Evidenced passion for social impact, education, or a related field.  
• Ability to meet deadlines, manage a flexible schedule, and work independently and collaboratively.  
• Strong verbal and written communication skills with a demonstrated ability to write clearly.  

To Apply  
If you are interested in applying, please send a resume, cover letter, and two writing samples to gary@civstrat.com. Applications will be reviewed as they are received.