



## VACANCY ANNOUNCEMENT

<b>Position Title</b>	Consultant	<b>Position Type</b>	Full Time Permanent
<b>Job Location</b>	Alexandria, VA	<b>Closing Date</b>	September 7, 2018

### JOB DESCRIPTION

This is a junior-level position with significant opportunity for advancement in a small successful consulting firm. The successful applicant will support a number of client-based as well as corporate projects. Examples of tasks include:

- Assisting in the preparation of presentations and white papers
- Coordinating all aspects of meeting and event support to include logistics, note taking, meeting summaries, etc.
- Assisting with coordination of outreach activities, technical assistant visits, and related activities
- Supporting the development of reports, meeting summaries, planning documents, etc.
- Assisting in the preparation and update of corporate materials to include proposals, website content, and marketing materials
- Other activities, as needed

### QUALIFICATIONS

- Education: Bachelor's degree in Public Administration, Management, Emergency Management, Communications, or related field
- Experience: Minimum of three years of professional experience, to include working directly with clients and stakeholders and coordinating meetings/events
- Required Skills
  - ✓ Outstanding communication, writing, and presentation skills
  - ✓ Attention to detail and ability to assist with technical editing of materials
  - ✓ Demonstrated experience supporting meetings and working groups
  - ✓ Ability to research complex topics and summarize findings into high-level white papers and/or briefing materials
  - ✓ Excellent organizational skills
  - ✓ Ability to prioritize and multi-task in a fast-paced environment
  - ✓ Advanced proficiency in Microsoft Office suite and Adobe, to include ensuring documents meet accessibility (508) compliance requirements

### TO APPLY

This is an immediate opening. Please send your resume, cover letter, and the names and email addresses of three professional references to [hr@j-mglobal.com](mailto:hr@j-mglobal.com).

### ABOUT J&M

J&M is a small, dynamic firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects that are both challenging and rewarding. Along with competitive salary and benefits, J&M offers a rewarding team environment, ability to work closely with senior leadership, and career growth. More information about J&M can be found on our website at <http://j-mglobal.com>.