



Open Job Position: Senior Associate

Position Overview

Agnew::Beck is seeking motivated, passionate people interested in a Senior Associate position with our firm. This individual will work closely with a small team focused on a portfolio of community and Tribal engagement, and community, regional and organizational planning projects across Alaska.

Applicants should have demonstrated experience in the following areas:

- Direct practice working with Alaskan Tribal organizations and networks, small cities and rural communities and a proven understanding of rural Alaskan economies, services, governments, and communication styles.
- Being a responsive, available, and pro-active communicator, able to successfully navigate working with different communication styles and personalities and honoring the input of community members.
- Ability to work independently and engage in problem-solving to move tasks and schedules forward, alongside judgement to seek additional help or support when needed.
- Ability to absorb and analyze disparate informational inputs – such as interviews and public comment, quantitative research, best practices standards, relevant data sets and client priorities – and filter these inputs into clear, concise summaries that highlight key takeaways and critical concepts.
- Strong organizational skills and detail-oriented approach to managing work and projects, while still working at an efficient pace.
- Exceptional, clear writing and an ability to generate original documents that meet high standards of quality. High degree of proficiency in MS Word, Excel, and similar applications.
- The ability to travel to, from and within Alaska and other locations, as needed and in accordance with current health and safety travel guidelines.
- Practice maintaining confidentiality and privacy as required by law and firm practices.
- Experience in housing, economic development, climate adaptation, funding proposal development/grants management, second language fluency or support to administrative systems are optional, but also valuable.

This position is based in Agnew::Beck's Anchorage, Alaska office, but may telecommute from another location in Alaska, and may occasionally work on projects and with teams located in Alaska and elsewhere. **Please email a letter of interest and professional qualifications to admin@agnewbeck.com by April 15, 2022.**

Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. Since 2002, we have worked toward our vision of **“thriving, equitable communities”** by working with and for our clients to strategically respond to challenges and opportunities they face. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally, and statewide. “Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen.

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project's most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

Our offices are in downtown Anchorage, on G Street and 7th Avenue, and in downtown Boise at 8th and Bannock Streets. For more information about our company, please explore our website at www.agnewbeck.com.

Senior Associate Position Description

The Senior Associate position works independently building and managing a portfolio of projects and clients with support from and under the direction of firm principals to provide services to communities, Tribal entities, businesses, nonprofit and other organizations, and local, statewide, and federal agencies. Depending on the needs of the client, the Senior Associate may engage in a wide range of activities including research, writing, interviews, data analysis, document creation, mapping and graphic concept development, business and feasibility planning, strategic planning and stakeholder engagement and facilitation. The Senior Associate will be asked and expected to obtain and manage work effectively across teams.

In general, within three months of hire date, Senior Associates are expected to be comfortable and proficient at:

- Building and/or maintaining relationships with clients and potential clients to secure work for the firm.
- Successfully managing firm projects and teams.
- Conferring with and working at the direction of firm principals.
- Contributing to office culture, operations, and business management systems.

Minimum Education/Experience Requirements

The successful applicant will meet the following minimum requirements:

- Master's degree in one or more of the community planning and/or development, rural development, public policy, human services, health-related, or business fields or bachelor's degree in relevant fields combined with five or more years of related experience.
- Five years of experience in relevant fields that reflects competency in some combination of communication, documentation, data management, research and analysis, technical writing, program design and evaluation, project management, stakeholder engagement, physical and human community planning and development.
- Experience and ability working directly with people from a variety of backgrounds and incorporating the perspectives of and considering policy and decision-making impacts on multiple communities, including Alaska Native/American Indian populations and Tribal organizations, refugee and immigrant populations, Communities of Color, people who have experienced homelessness, people who have experienced trauma.
- A demonstrated understanding of systemic racism and colonization and their impacts on communities; a demonstrated commitment to continual self-education and increasing fluency to communicate effectively about racism and colonization and their effects; and a demonstrated commitment to dismantling them.
- Experience working with different communication styles.

Compensation and Benefits

- This full-time position works an average of 40 hours per week at a competitive pay (pay range is \$65,000-\$100,000, depending on experience) with opportunities for annual increases based on cost-of-living increases and individual performance at firm discretion. Our office hours are 8:30 am to 5 pm, with flexibility available on a pre-approved basis, and the option to telework from other location in Alaska.
- Full-time employees are eligible for firm benefits including employer-contribution health insurance, paid time off, retirement contributions and additional professional development, health, and lifestyle benefits.
- Agnew::Beck is committed to encouraging and supporting our employees' advancement. For Senior Associates interested in advancing further into a leadership role, we provide opportunities to engage more extensively in firm business development and management, client relationship building, team collaboration and management, with commensurate compensation.