

Consultant, Coach, Facilitator

Role Description

About Integrated Work

Integrated Work is a well-established and growing consultancy based in Colorado with a national client base. Woman-owned and woman-led for over 22 years, we pride ourselves in building the leaders society needs through real-world work.

We partner with leaders in socially-conscious organizations and associations who want to increase their collective impact in innovative ways by leveraging the power of human connection by facilitating peer learning, designing effective meetings and events, and providing thought-leadership on some of the most pressing challenges of the day.

We have a particularly large client base in the healthcare sector, especially with Primary Care Associations and Community Health Centers nationwide. Experience in this area is particularly desirable as is education and experience developing and delivering diversity, equity, and inclusion-related training. We also do significant work in environmental and educational fields and a breadth of industry experience is welcome. The successful candidate will demonstrate high levels of cultural competency and have experience working in and with diverse communities. Experience working with tribal populations is particularly desirable.

We are purpose-driven and guided by these ideals in all that we do:

- **Human First:** We bring our whole selves to work and value diverse backgrounds and perspectives.
- **Heart of Service:** We operate from loving care for ourselves, our clients, and our mission.
- **Integrity, Always:** We tell the truth with love because it deepens trust and increases our impact.
- **Impact, Amplified:** We do this work to make the world a better place by making a bigger difference.
- **Growing Together:** We are life-long learners and support one another's growth and development.
- **Integrated Work:** We live true to the ideal of our brand in every interaction.

Equal Opportunity: Integrated Work is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

We are seeking a talented consultant, coach, and facilitator to join our growing team. This position may be filled at either a consultant or senior consultant level depending on experience and expertise.

Are you excited about helping people make a bigger difference together? Are you inspired to make the world a better place? Do you enjoy the fast-pace and high-energy of a growing company? Do you believe that diversity, creativity, and innovation go hand-in hand?

If so, Integrated Work may be the place for you.

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Your primary role would be to deliver on a portfolio of client engagements including facilitating client engagements in the community and population health, environmental, and/or diversity and equity related topics. "Delivery" at Integrated Work is a blend of facilitation, training, coaching, and consulting provided as a team of staff and/or contractors to meet client requirements, ensure client satisfaction, and fuel our own growth.

Primary Accountabilities

In this role, you would deliver exceptional client outcomes through an integrated blend of consulting, coaching, facilitation, and training services and products to help clients successfully achieve their goals. Your goals would be to:

- Deliver exceptional results with a heart of service.
- Foster long-term, trusted advisor relationships with clients and partners.
- Work as a member of a team in a dynamic, fast growing organization.
- Be committed to your own growth and development in ways that serve us all.

Essential Duties and Responsibilities

1. **Facilitate Peer-to-Peer Learning.** Facilitate learning teams and/or work with partner clients to grow their effectiveness as community and population health leaders, blending facilitation, organizational development consulting, training and coaching.
2. **Contribute to A Portfolio of Business.** Provide consulting, coaching, and training services across a range of clients, topics, and industries, contributing to a portfolio of projects through collaborative design with clients and other Integrated Work staff.
3. **Produce Client Deliverables.** During client engagements, you are directly responsible for completion of project deliverables with attention to quality and timeliness. You partner with team members on the preparation, finalization, and submittal of deliverables to ensure all client and internal deadlines are met. You prioritize and re-prioritize based on the current needs of the team, project, and client.
4. **Manage Performance Metrics.** You actively track progress and quality of outcomes and can identify and recommend opportunities for improvement.

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Qualifications

- Bachelor's degree in field related to business, psychology or organizational development OR equivalent experience in related field; Master's degree preferred
- Coursework, certifications or education in organizational development, consulting, instructional design, training, coaching or facilitation
- Certification in assessments used for organizational development work are a plus

Experience

- 5+ years of professional working experience across a range of industries
- 3+ years' experience in Coaching, Facilitation and/or Training roles
- Demonstrated project or program management history
- Work experience in non-profits, associations, health care, mission-driven organizations, and/or purpose-led start-ups a plus
- Experience working within the federal government grants and contracts arena is also desirable but not required
- More experienced candidates may be considered at a more Senior role classification if there is a particularly strong fit

The successful candidate will:

- Effectively deliver across projects by focusing on key priorities
- Meet commitments and have high standards of performance
- Be comfortable in Microsoft Office applications and enjoy learning new applications and technologies
- Be very comfortable with virtual delivery platforms and collaboration tools
- Be willing and able to travel for on-site client delivery (post-COVID)
- Have strong project, people, and account management skills
- Have a strong, service-minded presence and be confident working with clients across organizational levels and backgrounds
- Be self-aware and willing to grow personally and professionally
- Demonstrate the ability to acquire and absorb new information rapidly
- Show imagination and creativity by generating new approaches to problems
- Set high standards of performance for self and coworkers
- Demonstrate high integrity in all aspects of work with clients and staff
- Demonstrate highly professional communication, planning, and writing skills
- Frequently engage with colleagues and contribute to a positive team experience
- Be articulate and able to respond meaningfully "in the moment" to questions and issues

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- Know the company's strategic priorities and make aligned decisions
- Be effective as a team member and colleague
- Be able to work independently in a self-directed management structure

Location:

Individuals must be eligible to work in the US but may apply from anywhere. Work will be primarily virtual until the end of the COVID-19 public health crisis. Some preference may be given to candidates located in the following geographic areas: California, Colorado, Maryland, Virginia, Washington, D.C., Washington State.

Compensation:

Integrated Work offers a competitive salary and benefits package that includes generous time off, health, dental, vision, and retirement plans, and profit sharing. Base salary will be commensurate with experience.

How to Apply:

Please submit your résumé, cover-letter, and social media profiles and/or online work portfolios at integratedwork.com/careers