Position Description: Associate

Firm Overview
Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Since 2002, we have helped our clients strategically respond to challenges and opportunities to achieve their goals. 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.

Position Description
The Associate position works under the direction of firm principals and project managers 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 Associate may directly engage in or support 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 Associate will be asked and expected to work effectively across teams. This position is based in one of the two Agnew::Beck’s offices, in Anchorage and Boise, but may telecommute from any location and may work on projects and with teams located in Alaska and elsewhere.

Minimum Education/Experience Requirements
The successful applicant will meet the following minimum requirements:

- Master’s degree in one or more of the human services, health-related, community planning and/or development, or business fields or bachelor’s degree in relevant fields combined with two or more years of related experience;

- Two 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.

Knowledge, Skills and Abilities
The successful applicant will have the following knowledge, skills and abilities:
• Content knowledge in the firm’s areas of practice.
• Strong skills in the following areas:
  o Research and analysis;
  o Verbal and non-verbal communication, including facilitation;
  o Writing and documentation (including Microsoft Word and Excel); and
• The ability to:
  o Quickly establish positive relationships and facilitate conversations;
  o Generate original documents and meet high standards of quality assurance;
  o Work at an efficient pace, organize work well and problem-solve;
  o Seek additional help/support when needed; and
  o Work both independently and as an active, engaged team member.
• The ability to travel to, from and within Idaho and Alaska, and other locations, as needed and in accordance with current health and safety travel guidelines.
• Additional skills beneficial to this position (but not required) include communications expertise; public health expertise; data analysis and/or visualization skills; experience with event/meeting planning; fluency in another language.

Compensation and Benefits
• This full-time position works an average of 40 hours per week at a competitive pay (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.
• 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. Firm funding is available to attend pertinent, quality trainings and conferences.