



BETTER STRATEGIES.
BETTER LEADERS.
BETTER ORGANIZATIONS.

Organizational Performance Group Associate Job Description

Our mission: OPG helps our clients create exceptional workplaces and successful organizations through better strategies, better leaders, and better managers. We provide our clients with the optimistic reassurance that organizational issues are normal and solvable. OPG's internal laboratory for management, leadership, and innovative organizational practices, combined with our compassion and deep content knowledge, yield extraordinary results for our clients. We believe that when we help an organization build an extraordinary work culture with empathy and respect, we help build a more compassionate and better world.

About the Firm

OPG is an organizational development, management, and leadership consulting firm that believes people and their ability to work together are critical to the success of organizations. We believe organizations that inspire and empower their employees have a competitive advantage.

We help our clients achieve their best by aligning people and processes in support of a shared vision. We work with a small number of clients, implementing customized organizational development services. Our clients are from all sectors of the economy: from well-established companies to entrepreneurial businesses; from government organizations to educational institutions; from nonprofit agencies to religious denominations.

All of our clients are leaders in their organizations who have a commitment to improving their organization so their people can be more effective at achieving the organization's mission while also creating an extraordinary work culture.

Our website:

www.organizationalperformancegroup.com

Our mission:

www.organizationalperformancegroup.com/sites/default/files/OPG_Mission_graphic.pdf

About the Position

The Associate is a project manager, writer, researcher, and analyst. The ideal candidate has tremendous organizational skills, is attentive to detail, and has the ability to set priorities and handle multiple projects simultaneously. He or she brings research and data analysis experience, top-notch planning skills, great interpersonal skills, and a passion for organizational



BETTER STRATEGIES.
BETTER LEADERS.
BETTER ORGANIZATIONS.

development work. The ideal candidate also has “grit” and a strong internal locus of control that ensures success. OPG has a fast-paced and intense culture, typical of management consulting firms, requiring both mental and physical stamina. The ideal candidate self-manages and accomplishes work at a rapid pace while not forsaking quality standards.

Responsibilities

As an Associate, you will participate in consulting projects that assess and resolve organizational problems, design management seminars, and create strategic plans for organizations in the non-profit, for-profit, and public sectors. An Associate engages in a variety of tasks including:

- Managing projects
- Conducting primary and secondary research on management and organizational issues
- Designing data collection tools, and collecting and analyzing data
- Writing and editing reports
- Providing support and logistics for senior associates, partners, and other consulting staff
- Drafting and editing proposals
- Interacting with clients
- Leading or participating on infrastructure projects to build the firm

Qualifications/Requirements

- Master’s degree or higher in a social science discipline (MBA preferred)
- 3-5 years of related business experience
- Project management skills (create work plans, define scope of project, identify tasks required to complete project, assign deadlines and responsibilities, track status, follow up, and communicate with the team on a regular basis regarding status of projects)
- Familiarity with online data collection tools (e.g., SurveyMonkey, Qualtrics)
- Excellent analytical, quantitative, and research skills (preferred)
- Proficiency in various qualitative and quantitative research methods (e.g., interviews content analysis, surveys), including questionnaire design (preferred; not required)
- Excellent writing and editing skills
- Keen eye for detail
- Advanced proficiency in Word, Excel, PowerPoint, and Outlook
- Facility with document formatting
- High quality standards
- Ability and willingness to quickly learn new methods, tasks, and information
- Desire to work in a goal-oriented, fast-paced environment
- Ability to work well with others and be extremely flexible and mature -this position requires continual interaction with individuals from a variety of backgrounds



BETTER STRATEGIES.
BETTER LEADERS.
BETTER ORGANIZATIONS.

- Must be flexible in hours and be available occasionally on evenings, weekends and overnights; this is not a 9-5 job; the position involves travel
- Ability to maintain confidentiality and always represent the firm in a highly professional manner
- Self-motivated, well-organized, and able to plan for future situations in detail
- Additional tasks as requested
- Must pass company-mandated background check

Compensation Package

The Associate position is a full-time staff position with a generous base salary, benefits allowance, retirement plan (after one year), self-managed time off, the possibility of bonuses, and lots of food. There is a potential for upward mobility in our rapidly growing firm.