



Interaction Institute
for Social Change

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**POSITION OPENING
CAMBRIDGE, MASSACHUSETTS**

**SENIOR ASSOCIATE
(for project and content management)**

INTRODUCING IISC

The Interaction Institute for Social Change (IISC) is a nonprofit organization that partners with individuals, organizations, and communities to achieve greater social impact. Our mission is to ignite and sustain social transformation, catalyze collective action, and build collaborative skill to create a just and sustainable world.

We accomplish this by providing network-building, consulting, facilitation, leadership development, and training services to networks, collaboratives, and coalitions; nonprofit organizations of all sizes; schools and school systems; intermediary organizations; public sector agencies; international NGOs; and foundations.

IISC was founded in 1993 by Interaction Associates (IA) as an expression of its commitment to social change and as an effort to bring its collaborative methodologies into the social sector. Since that time, IISC has grown from a staff of two to an organization with fifteen full-time staff and twenty part-time affiliates who have worked with thousands of change agents across the global social sector. In support of these efforts, IISC has adapted the collaborative and leadership development methodologies it inherited from IA and developed new and innovative approaches to working with and meeting the needs of social change leaders.

IISC's work is informed by our theory of social change, mission, and values. At our core, we practice and teach facilitative leadership – a model rooted in shared power and decision making, consensus building, collaborative skill, and servant leadership. We continually strive to deepen our capacity to address issues of power, privilege, and oppression related to various dimensions of diversity and design culturally appropriate processes and services that consciously mitigate power dynamics. We are committed to life-long learning, on-going innovation and building a values-based, collaborative organization.

POSITION DESCRIPTION

The Senior Associate (for project and content management) is a core member of IISC's consulting team, working in partnership with Senior Associates (for consulting and training) and Support Partners to provide an exceptional level of service to our clients. A Senior Associate's responsibilities with regard to each client will vary in response to the differences in each client relationship and the scope of work. The Senior Associate (for project and content management) is also a key participant on IISC's technology team and is expected to keep IISC on the leading edge of social networking technology.

Responsibilities may include:

- Project management (e.g., coordinate logistics for client meetings, retreats, and events; coordinate preparation of custom training materials)
- Content management and recording, including typing, charting, synthesis, and preparation of group memories to ensure accuracy, completion, and quality of the presentation.
- Grants management and reporting
- Scoping, proposal writing, and budget development
- Coordinate contracting for complex projects to ensure accuracy and a smooth engagement from start to finish
- Assist consultants/trainers with process design
- Assist consultants/trainers with small group and other light facilitation
- Participate in managing client relationships
- Participate on IISC's technology team and keep IISC on the leading edge of social networking technology.
- Lead and/or participate in internal special projects

QUALIFICATIONS

Experience, Competencies, Skills

- Experience with organizational development consulting, group facilitation, and collaborative planning.
- Experience working with one or more of the following: nonprofit and community-based organizations, international NGO's, foundations, public sector agencies.
- Exceptional verbal and written communication skills, including proficiency in preparation of proposals and presentations, as well as written synthesis of client meetings
- Ability to type at a speed that keeps up with client conversations
- Recognition of the importance of client relationships and service and demonstrated ability to successfully manage client relationships both administratively and personally
- Ability to organize, prioritize, coordinate, and follow-through on multiple work projects and activities in a fast-paced team environment
- Proficiency in Microsoft Office programs, including Word, Excel and PowerPoint, and experience with database software required. Experience with Microsoft Visio a plus.
- Knowledge of and curiosity about virtual tools and workspaces and the role of the web in network building, learning, marketing, movement-building, and more.

Personal Competencies

- Ability to work independently, with little supervision.
- Demonstrated ability and preference for working collaboratively and in teams
- Ability to work with people from diverse racial, ethnic, and socioeconomic backgrounds
- Openness to feedback and a commitment to personal development
- Ability to juggle several complex projects simultaneously
- Availability and enthusiasm for travel a must
- Commitment to social justice and change, meaningful stakeholder engagement, human dignity, and fairness
- Appreciation for the value of a really good laugh.

OTHER INFORMATION

Salary

Salary is commensurate with experience.

Location

Our headquarters are located in Cambridge, Mass. This position requires a willingness to relocate to the area if you do not currently live in the region.

Application Instructions

Cover letters and resumes will be accepted by electronic mail only.

Telephone calls, snail mail, and fax submissions will not be accepted.

To apply, please send your cover letter and resume labeled with your first and last name to: info@interactioninstitute.org. Please put the job title in the subject line.

Application Deadline

Open until position is filled.

IISC is an equal opportunity employer.