



CONSULTANT INTERN

Job description

D Byers & Associates, LLC, (DBA) a woman-owned, growing organizational and workforce development and education and non-profit consulting firm, is seeking a team-oriented professional to provide research, project assistance, and data analysis to support our practice. The intern will be involved in methodology and project development, research and analysis, report writing and preparation, and client support activities. The intern will gain real world experience on projects and utilize considerable independent judgment to design, analyze, and support project proposals and deliverables.

The ideal candidate has excellent project management, research, writing, and time management skills and is highly organized and self-motivated.

Support complex multi-faceted projects.

Conduct research and analysis of qualitative and quantitative information, including facilitating interviews, focus groups, town halls, and strategy sessions.

Support project teams ensuring high-quality and high-value services are provided to clients.

Prepare and support client presentations.

Build relationships with clients and stakeholders.

Skills and Abilities

Excellent project management skills – developing and implementing timelines and project plans, overseeing reporting progress, and driving implementation in a customer-oriented environment.

Exceptional attention to detail and ability to gather, clean, track, and interpret data and client needs.

Must possess internet research skills via online databases, publications, and company websites.

Ability to adapt in a fast-paced environment; manage multiple deadlines; and balance multiple priorities.

Excellent interpersonal skills and oral/written communication skills.

Skilled in Microsoft Suite including Word, Excel, PowerPoint, Access, and in data research packages such as EMSI, ESRI, etc.

Education/Training and Experience

Bachelor's degree in Business, Public Administration, Economics, Liberal Arts, Nonprofit Management, or related field.

Work experience in small business development, workforce development, education, economic/community development, and/or employment with a related organization preferred.