

PROJECT INTERN POSITION

Transform Consulting Group is seeking a team-oriented professional to provide project support for a growing management consulting firm. The Project Intern will be assigned specific client projects that might include: research for a community assessment; writing narrative for client reports or grant application; compiling and analyzing results; supporting a client event and/or a strategic planning session. Familiarity with education strategies, college and career readiness, early learning, child welfare, strategic planning, evaluation, community assessment and/or grant writing is preferred.

Transform Consulting Group interns typically start in January (spring semester), May (summer), and August/September (fall semester), but we are always looking for talent. The Project Intern position can be full-time or part-time with a required commitment of at least 15 hours/week. Interested applicants can report to the Wabash, Indiana office or may be able to work remotely. The position offers hourly compensation. There may be some travel.

Essential Functions

- Provide project coordination and assistance
- Support the collection and analysis of quantitative and qualitative data
- Staff client meetings and translate discussions into report narrative and follow-up
- Prepare and/or contribute to written reports and other client-requested deliverables
- Design/format documents, visual aids, and other deliverables

Education and Experience

- Pursuit/completion of degree in Public Admin/Policy, Business, Economics, English, Marketing, Social Work or related field
- Undergraduate seniors or graduate degree candidates preferred
- Experience in early childhood education, K-12 education, higher education, social services, community development, or research, is preferred

Skills and Ability

- Thinks Big. Demonstration of innovative solutions to problems
- Communicator. Excellent verbal and written communication skills
- Self-starter. Takes the initiative to not only identify a problem but work to solve it
- Team player. Works well independently, but recognizes value of working with teams
- Informed. Possess internet research skills via online databases, publications and company websites
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized
- Project management. Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Technologically Proficient. Skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook), statistical software, Google Apps and online cloud programs and platforms

Please submit resume, cover letter, and a short (no more than 5 pages) writing sample to admin@transformconsultinggroup.com.