

Consensus Building Institute Hiring: Associate Mediator / Facilitator

Located in Northern California (Sacramento or the Bay Area) offices

The Consensus Building Institute (CBI) is a not-for-profit organization created by leading practitioners and theory builders in the field of dispute resolution. CBI serves public, nonprofit, and private clients worldwide by providing facilitation, collaboration, and dispute resolution services; training in negotiation and consensus building techniques; and evaluative research. CBI also plays a key role in helping to build the intellectual capital of the field. CBI believes that our most challenging problems are solved through collaboration. When the ideas, values, and voices of all affected stakeholders are included, we can achieve outcomes that are wise, fair, and lasting.

CBI conducts its work in the U.S. and internationally with offices and staff in Cambridge, Massachusetts; Portland, ME; Washington, D.C.; Denver, Colorado; San Francisco, California; New York, New York; Montreal, Canada; and Santiago, Chile. In California, we work and partner with organizations and agencies at the local, state, and federal level with a particular focus on natural resource issues (water, forestry, wildlife, climate) and on organizational strategy and direction.

CBI is an equal opportunity employer. We aim to be a place where a diverse mix of talented people do their best work together. We encourage applications from candidates with diverse backgrounds, including but not limited to race, ethnicity, gender, religion, disability, age, or sexual orientation. Persons of color are strongly encouraged to apply. CBI is committed to diversity, equity, and inclusion both within our organization and in our collaboration practices.

JOB DESCRIPTION

CBI Associates are highly motivated early career practitioner with training in relevant fields and collaboration practices who are interested in building a career in the field of consensus building and public dispute resolution. We are looking for someone who is eager to work for at least two years at CBI, and potentially much longer – CBI offers advancement along a career pathway for skilled, dedicated, and effective staff. Associates work with multiple senior staff on a large range of projects domestically and internationally, with a strong focus on natural resources, water, and land use. Expected tasks include:

- Prepare conflict assessments (protocol development, interviewing, analysis, writing assessment, background research, preparing assessment presentations)
- Support facilitation and mediation projects (produce meeting summaries, conduct background research, draft communications with stakeholders, assist at public meetings, facilitate small groups, provide other administrative and organizational support for collaboratives)
- Develop training curriculum and support training delivery (interviewing, simulation and case study drafting, assist in conducting trainings)
- Conduct research and evaluation projects (survey development, interviewing, analysis, writing)
- Assist with internal projects (drafting content for CBI's web page and marketing materials)
- Support practice development (identify emerging issues, stakeholders and conveners, research funders, draft funding proposals)
- Write articles and blogs for CBI Reports and other newsletters and journals
- Participate in professional organizations (e.g. ACR) and conferences
- Post-pandemic, travel is required, usually 1-2 days per week.

REQUIRED QUALIFICATIONS

- Master's degree in relevant discipline (social science, environmental planning, public policy, natural resources conservation and management, diplomacy, law, business, conflict analysis and resolution)
- Relevant training or professional experience, that may include including experience in project or program coordination, public engagement, negotiation training, public policy facilitation, community mediation (court system), facilitation of community engagement in public issues, journalism or public policy analysis, organizational development, and/or evaluation of collaborative projects and programs
- Proven commitment to the consensus building field and interest in further developing relevant knowledge and skills
- Excellent writing skills, including synthesis and tailoring for specific audiences
- Excellent organizational skills
- Strong analytical skills
- Demonstrated ability to work independently
- Strong interpersonal skills and proven ability to engage diverse participants in a compelling, effective manner.
- Strong work ethic
- Ability to engage with a wide range of diverse individuals and organizations
- Demonstrates an ability to deal with both technical content and ambiguity
- Willing to live near Sacramento or the Bay Area

PREFERRED QUALIFICATIONS

- Master's coursework in negotiation, consensus building, public engagement, mediation, or similar
- Work experience related to one or more of [CBI's practice areas](#)
- Able to work with technologies and tools (virtual and in person) to engage stakeholders broadly and meeting participants in particular
- Fluency in a foreign language

Women and candidates of color are strongly encouraged to apply. Compensation is commensurate with experience, with a salary range from \$65,000-80,000, depending on experience. In addition, CBI offers an excellent package of benefits, including health and dental insurance, fourteen paid holidays, two weeks of vacation, training and mentoring, and a retirement plan.

PLEASE APPLY BY JUNE 24

To apply, please send cover letter, resume, and writing sample (5 pages or fewer) to inquire@cbi.org indicating California Associate Application in the subject line.

If after June 24, we will review your application, but hope to begin interviewing during this timeframe. Thank you for your interest!

Depending on experience, CBI would also consider a Junior Associate

JOB DESCRIPTION – Junior Associate

We are looking for someone who is interested in exploring the field of public collaboration and eager to work for two to four years at CBI. Our expectation is that the Junior Associate then moves on to other graduate educational or professional opportunities, with a possibility of returning to CBI sometime in the future. The Junior Associate will report to the CBI West Director. The Junior Associate will also work with a mentor to set and achieve professional development goals.

REQUIRED QUALIFICATIONS:

- + Self-motivated and hard-working
- + Excellent writing and communications skills
- + Able to reliably work on several projects at the same time, communicate effectively with project managers to clarify and prioritize tasks when necessary, and meet project deadlines
- + Able to take direction, work independently, get feedback, and adjust
- + Able to work in an intensive, fast-paced professional work environment with high expectations for outstanding performance
- + Willing to locate in the Sacramento or Bay Area

Desired, but not required skill sets include:

- + Foreign language fluency (Spanish in particular)
- + Social media expertise
- + Experience working with spreadsheets, data bases, GIS mapping, and/or graphics

Junior Associate Education and Experience

- + An undergraduate degree is required, preferably in social sciences with exposure to public policy, political science, international relations, natural resources management, sustainability, or other related fields.
- + Work experience in fields related to CBI's work, via post-undergraduate employment, summer or school-year internships, is preferred

Women and candidates of color are strongly encouraged to apply. Compensation is commensurate with experience, with a salary range from \$50,000-65,000, depending on experience. In addition, CBI offers an excellent package of benefits, including health and dental insurance, fourteen paid holidays, two weeks of vacation, training and mentoring, and a retirement plan.

Please follow the same application process listed above. Thank you.