



Consensus Building Institute  
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## Consensus Building Institute

### Hiring for Senior Associate Mediator / Facilitator, Associate, and Junior Associate

**The Consensus Building Institute is currently hiring skilled and highly motivated practitioners for 3 positions:**

- **Senior Associate, for our Northern California (Sacramento or the Bay Area) office.**
- **Associate, serving in either our Cambridge, Massachusetts or Northern California (Sacramento or the Bay Area) offices**
- **Junior Associate, serving in either our Cambridge, Massachusetts, or 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.

For further information about CBI, please visit our website at: [www.cbi.org](http://www.cbi.org).

## Job Description: Senior Associate Facilitator/Mediator in California

CBI is seeking a talented, experienced, and entrepreneurial Senior Associate Facilitator / Mediator in California with substantial experience in work related to multi-stakeholder problem-solving, multi-party negotiations, public policy mediation, and large group process design and facilitation. Prior employers might include collaborative service firms in mediation, facilitation, and public engagement or experience in related fields, such as land use and environmental planning and management, water resources planning and collaboration, public policy development and analysis, or citizen engagement and participation. Prior experience in a similar role but in a different substantive focus area (health and human services, organizational development, community building, or other areas) may substitute for the above requirements. The physical location of the candidate is open although residence in California is a must.

CBI's ideal candidate will possess the following qualities:

- + Proven record of successfully designing and facilitating collaboration among diverse people, organizations, and sectors
- + Experience in facilitating the development of organizational strategy
- + High comfort and agility in front of large groups, often in public settings
- + Knowledge of negotiation and conflict resolution theory and practice
- + Analytical and policy skills
- + Strong writing skills with demonstrated ability to write clearly and succinctly for different audiences
- + Adept at using various web-based and other collaborative technologies
- + Network of contacts, colleagues, and potential clients that can be tapped into for project and practice development
- + Proven record of entrepreneurship and independence
- + A manner that exudes competence, confidence, and fairness
- + Fluency in Spanish (desired)
- + Willingness to travel
- + Personal commitment to and enthusiasm for helping people of diverse backgrounds and interests, partisan views, and political divides resolve conflict and strengthen collaboration

A Master's degree or higher in a relevant field of expertise is required. Potential fields could include environmental management, natural resource management, environmental science, public policy, or conflict analysis and resolution. Extensive professional experience in a facilitative role may be a substitute for the Master's degree.

Women and candidates of color are strongly encouraged to apply. Compensation is commensurate with experience, with salary ranges from \$70,000 - 90,000, depending on experience. In addition to competitive compensation, CBI offers an excellent benefits package.

### To apply:

Send: 1) letter of interest, 2) CV, and 3) brief descriptions (50-100 words each) of 2-4 representative projects for which the candidate served as the facilitator or mediator to [inquire@cbi.org](mailto:inquire@cbi.org) indicating the job title and location you are applying for in the subject line.

## JOB DESCRIPTION – Associate Facilitator/Mediator

CBI Associates are highly motivated early career practitioner with Master’s level 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. 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 level 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 (for California position) or Cambridge, MA

### PREFERRED QUALIFICATIONS

- ✦ Work experience related to one or more of CBI’s practice areas

- + Master's level coursework in negotiation, consensus building, public engagement, mediation, or similar
- + 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 \$55,000-70,000, depending on experience. In addition, CBI offers an excellent package of benefits, including health and dental insurance, fourteen paid holidays, two weeks vacation, training and mentoring, and a retirement plan.

**To apply:**

Send cover letter, resume, and writing sample (5 pages or fewer) to [inquire@cbi.org](mailto:inquire@cbi.org) indicating the job title and location you are applying for in the subject line (e.g., "California Associate Application.")

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## JOB DESCRIPTION – Junior Associate

The CBI Junior Associate position is an opportunity for a highly motivated individual early in their career to explore the field of public collaboration and consensus building, build valuable knowledge and skills, and work on a wide range of challenging public issues. Junior Associates work with multiple senior staff on CBI's domestic and international projects. Expected tasks include:

- Support facilitation and mediation projects (take notes and produce meeting summaries, conduct background research, draft communications with stakeholders, assist at public meetings, run virtual meeting platforms, provide administrative support (calendar items, scheduling), and manage spreadsheets and other organizing tools)
- Participate in conflict assessments (coordinate interviews, take notes and synthesize findings, conduct background research, draft assessment presentations and reports)
- Support development of training materials and training delivery (presentation slide edits, simulation and case study drafting, assist in conducting trainings)
- Conduct research and evaluation projects (survey development, background research, drafting)
- Support internal projects and writing (drafting content for *CBI Reports*, CBI's web page, and marketing materials)
- Participate in professional organizations (e.g. ACR) and conferences
- Post-pandemic, travel is required, normally in the range of 1-2 days per week.

We are looking for someone who is 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 potential for return to CBI sometime in the future. Previous Junior Associates have been accepted at prestigious graduate schools around the country.

### REQUIRED QUALIFICATIONS:

- ✦ Self-motivated, hard-working, and efficient
- ✦ Excellent writing (note-taking, summarizing and synthesizing, editing) and communications skills
- ✦ Able to work reliably on several projects at the same time, communicate effectively with project managers to clarify and prioritize tasks when necessary, and meet project deadlines
- ✦ Nimble technical capacity and open to embrace new tools (Zoom and other online meeting platforms, online engagement software, working across different content-sharing platforms\_
- ✦ Able to take direction, work independently, get feedback, and adjust
- ✦ Able to work in an intensive, fast-paced work environment with high expectations for outstanding performance
- ✦ Willing to locate either in Boston or Northern California (Sacramento or Bay Area)
- ✦ An undergraduate degree is required, preferably in social sciences with exposure to public policy, political science, international relations, natural resources management, sustainability, conflict analysis and resolution, or other related fields.
- ✦ Work experience in fields related to CBI's work, via post-undergraduate employment, summer or school-year internships, is preferred

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

Women and candidates of color are strongly encouraged to apply. Compensation is \$45,000 - \$55,000/year depending on experience. In addition, CBI offers an excellent package of benefits, including health and dental insurance, fourteen paid holidays, two weeks vacation, training and mentoring, and a retirement plan.

**To apply:**

Send cover letter, resume, and writing sample (5 pages or fewer) to [inquire@cbi.org](mailto:inquire@cbi.org) indicating the job title and location you are applying for in the subject line (e.g., "California Associate Application.")

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