



Consensus Building Institute, Inc. Project Support Specialist

Consensus Building Institute, Inc. (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.

Consensus Building Institute, Inc. (“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.

Job Description:

This is an opportunity for an individual to engage in the field and support an organization that facilitates multi-party negotiations and consensus building. A core aspect of CBI’s offerings is its project management and logistics coordination. The Project Support Specialist is a full time role and will work on a range of administrative and project-based tasks to support CBI staff and initiatives across the organization. This position is based in Cambridge, MA, and some limited travel may be expected. This position will report to one of our Senior Mediators.

Key Roles & Responsibilities:

- Coordinate and manage virtual and in-person (as needed) logistics for project meetings, workshops and webinars, which may include securing venues, managing attendance, overseeing catering, and ordering supplies.
- Assist with stakeholder assessments through tasks such as interview scheduling and logistics management, setting up surveys, etc.
- Assist with the production of presentations and meeting materials, including drafting, copy-editing, formatting, etc.
- Help manage proposal development, including researching, writing, collecting materials from staff, and abiding by submission guidelines and deadlines
- Update and manage project websites, designing and implementing social media outreach and other engagement plans, and managing email campaigns as needed
- Develop and support meeting and outreach sessions using virtual tools such as mentimeter, google forms, ideaflyp, etc



- Manage logistics and providing meeting support for internal initiatives, such as staff meetings, monthly practice sessions, and retreats
- Serve as back-up support for the Office Manager as needed for out of office coverage
- Assist in updating project schedules and budgets, as needed
- Perform special projects and other duties as assigned.

Requirements:

- Associate's or Bachelor's degree in relevant discipline. Work experience can be a substitute for education.
- One to three years of work experience in a professional organization, such as a government agency, consulting firm, nonprofit organization, etc.
- Excellent communication skills, particularly in working with a project team, including demonstrated writing and proofreading skills.
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in a fast-paced environment
- Detail orientation and initiative in clarifying needs and requirements for logistics, documents, and other activities and products with staff
- Strong work ethic and demonstrated ability to work independently, responsibly, and diligently while also being an effective team player
- Adept at cloud-based software including Google Workspace, Microsoft Office Suite, Adobe, virtual meeting platforms and online survey tools.

Preference will be given to candidates with an interest in the conflict resolution and consensus building field and in further developing relevant knowledge and skills

Compensation:

The Salary range for this role is \$45,000 – \$55,000 annually depending on both location and experience. In addition to competitive compensation, CBI offers an excellent benefits package.

To apply:

To apply, [please visit this link](#) and include both your resume and cover letter. In your cover letter, please indicate both your specific interest in this role and how your experience will uniquely benefit the CBI team. We will be reviewing applications on a rolling basis until a final decision is made.

This is a hybrid position with the expectation that at least 2 days/week will be based out of our Cambridge office. Parking is provided at our Porter Square location.

We are anticipating an early January start date.