



**RAMA Consulting, Inc.**

**Position Description**  
**Project Consultant (Full Time)**

*"We want superstars!...Folks who want to come into a fast paced environment, learn a lot about many things, grow their skills and relationships, and invest in our company while supporting their own success. Entrepreneurial, flexible, out of the box thinkers thrive in our environment and are able to carve out their own niche of responsibility."*

~Mo Wright, President and CEO

**BRIEF DESCRIPTION**

The Project Consultant will work to achieve client and company outcomes. This person works with internal and external parties to manage the various components needed to initiate, run and conclude client projects. The incumbent handles multiple projects within a fast paced environment and must be open to constant challenge and change. He/she will develop and maintain positive working relationships with all stakeholders including clients, company associates, and partners. It is expected that Project Consultants will achieve results in the absence of day-to-day guidance.

The ideal candidate is someone responsible, detail-oriented, forward thinking, resourceful and is able to work under pressure, with the ability to multi-task and understand the importance of meeting deadlines. Must have superb communication, diplomacy, leadership, problem solving, and analytical skills. This person should also have the ability to rapidly respond to changes and priorities regarding assignments and projects from both clients and internal company leadership. Must have above average knowledge of database and word processing software. Additional requirements include schedule flexibility and the ability to routinely modify work schedule to meet project demands. Duties include a mix of professional and management tasks, including overseeing aspects of client projects and tracking progress and reporting results. Position requires proficient understanding of project management methods with demonstrated success. Additionally, Project Consultants have strong experience leading teams and projects.

Ideal candidate has a minimum of 5 years work experience and at minimum, a Bachelor's degree or equivalent education and experience in related areas. Education or work experiences in project management, business management, human resources, training and development, marketing and communication or public administration is a plus.

**DEMONSTRATED SKILLS IN SEVERAL (NOT ALL) OF THE FOLLOWING AREAS ARE DESIRED:**

- Excellent Interpersonal and Written Communication
- Project Research
- Strategic Planning
- Evaluation and Assessment
- Diversity and Cultural Competence
- Statistical and Data Analysis
- Project Management & Logistics Coordination
- Marketing, Communications and Community Outreach
- Group and Meeting Facilitation
- Demonstrated success interacting with clients, stakeholders and partners at various levels

### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

The position of Project Consultant is integral as RAMA seeks to expand its client base and increase its market share. The selected candidate must exhibit professionalism, enthusiasm, and loyalty. Additionally, this person must be a self-starter, able to complete tasks quickly and accurately, be highly motivated, and a forward thinker.

1. Position requires excellent reading, writing, and analytical skills; word processing skills; and the ability to accurately type, edit, proofread, complete, and assemble reports.
2. Position requires intermediate knowledge of Microsoft Word, Excel, and Outlook, (or similar desktop publishing software) in order to develop brochures, newsletters, invitations, etc.
3. Position requires excellent interpersonal/communication skills; ability to work as a team and individually with a high level of accuracy, and an ability to communicate with internal and external customers.
4. Knowledge of common office practices, procedures, and equipment.
5. Project management experience, or a demonstrated knowledge of planning, implementing, and evaluating projects.
6. Ability to supervise contract associates; develop and implement policies and procedures; and resolve or recommend solutions to complex problems and situations.
7. Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high pressure atmosphere under severe time constraints. Must have good time-management skills and be highly organized and detail-oriented.
8. Pleasant personality and ability to develop and maintain effective working relationships with clients, prospective clients, tenants, community leaders and the general public.
9. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives.
10. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
11. Ability to recognize the need for change, respond with flexibility to changing environments, and ensure that solutions are implemented.
12. Professional appearance and demeanor appropriate for the position.
13. Demonstrated dependability, reliability, and excellent attendance record.
14. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
15. This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

**Experience in a small office environment is a plus.**

**RAMA Consulting Group, Inc.** RAMA Consulting, Inc (RAMA) is a performance management consulting company based in Columbus, Ohio. Our core services center around Employee Engagement, Organizational Engagement, and Community/Stakeholder Engagement, with major areas of focus in: Strategic Planning, Evaluation and Assessment, Community Outreach, Leadership Training and Development, and Cultural Competence. RAMA is a minority-owned, small business celebrating more than 13 years of continuous growth. At RAMA our mission is to “partner with diverse individuals and organizations to inspire their optimal performance and successful outcomes.” Our motto is “*Engagement That Inspires*”.

**To Apply:**

**Email a resume, cover letter with salary requirements and writing sample (5 page limit) to:**

**[apply@rama-consulting.net](mailto:apply@rama-consulting.net) with a subject line of – Attn: Project Consultant**

**(Please, no phone calls)**

***Position Open Until Filled***