



Position Title: Associate

About Oak Rose Group

Oak Rose Group (ORG) is a mission-driven consulting firm that advances policies, ideas and organizations that lead to human flourishing. ORG works at the intersection of philanthropy, social entrepreneurship, and public policy to generate meaningful improvements in education, workforce development, health, and economic mobility in communities across the country. In everything we do, we share a vision of a world in which each individual and family can discover their potential and fulfill their purpose.

ORG has four Partners: [Jason Gaulden](#), [Katherine Haley](#), [Myles Mendoza](#), and [Jonathan Tee](#), who work remotely from Arizona, Colorado, and Illinois. ORG launched in 2021 and has quickly gained exciting national momentum. Our Associates play a vital role in supporting our growing portfolio of clients in non-profit education, workforce, health, and other sectors. To learn more about us, visit www.oakrosegroup.com.

Position Overview

The Associate will serve as a client management leader, working with the Lead of each client project to deliver exceptional customer service and work directly with our clients. While the work is administratively focused, the Associate will be a strategic partner within the firm. We seek an entrepreneurial, self-starter, who is passionate about our mission and is eager to join a small but growing team.

Primary Job Duties and Responsibilities

1. Client Management
 - Support the Lead of clients to which the Associate is assigned, manage the onboarding of new clients, oversee the internal project management tool for each assigned client, work with the Lead and other relevant staff to fulfil the deliverables within each Scope of Work (SOW).
 - Serve as the primary communicator with assigned clients related to scheduling, meeting agendas, and other administrative communications.
 - In collaboration with the client Lead, develop the necessary timelines, reports, meeting agendas, action item notes, and other materials to ensure ORG remains on track to deliver on each SOW.
2. Positive Contributor
 - Be a positive contributor to ORG's culture in weekly team meetings (virtual), in-person team retreats and gatherings, and in daily communication and interaction with the ORG team, our vendors, and clients.



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Knowledge, Skills, and Abilities

- Unwavering belief in the mission of Oak Rose Group.
- A belief and optimism in people and their ability to create positive change.
- Transparent and high integrity.
- Ability to handle sensitive and confidential matters.
- Extremely strong organizational abilities, including planning and execution.
- Strong interpersonal skills along with excellent verbal and written communication skills.
- Proven ability to manage simultaneous priorities under pressure.
- Ability to work closely with team members to achieve strategic objectives in a remote setting.
- Effective and timely communication with teammates, clients, and other key contacts.
- Ability to think quickly and use thoughtful problem-solving skills.
- Strong work ethic, cheerfulness, and overall professionalism.

Minimum Requirements

- Bachelor's Degree or four years equivalent work experience.

Location and Travel

- This is a remote position. ORG's partners office in Arizona, Colorado, and Illinois.
- Some travel will be required for team meetings, and in support of client events (approximately 2 to 3 times per year).

Employment Status and Compensation

This position is a part-time contract position (approximately 25 to 30 hours per week) and a monthly retainer will be negotiated based on experience.

Application Process

To be considered for the position, please send a cover letter explaining your background and why you are interested in joining Oak Rose Group, along with your resume to hello@oakrosegroup.com.