

THE NCHERM GROUP, LLC ASSOCIATE CONSULTANT

Position Description

The NCHERM Group, LLC (www.ncher.org) is a law and consulting firm based in Berwyn, PA that is dedicated to best practices for college and school health and safety. The NCHERM Group also manages the associations ATIXA (www.atixa.org) and NaBITA (www.nabita.org), with the intention to launch 1-2 more membership associations in the next three years. The NCHERM Group seeks an experienced and knowledgeable Associate Consultant for our rapidly-growing training business. The ideal candidate will have at least 5 years of experience in one or more of the following areas: higher education, human relations or employment law, civil rights laws and/or investigations, and/or student conduct. Must have a strong employment history, excellent writing skills, dynamic training and public presentation skills, and ability to work independently, be flexible, and multi-task in a fast-paced environment. College/university employment experience preferred, sense of humor a must.

Consultant will be responsible for providing Title IX, civil rights and sexual misconduct trainings and presentations to college, university, school and corporate clients nationwide. The position will require significant travel, and can be based remotely for the right candidate.

Responsibilities

- Conduct on- and off-site reviews of client investigations, procedures and protocols; provide written or oral reports and evaluations as necessary
- Engage in on-site campus visits or client training opportunities
- Develop, regularly revise and update training materials and resources
- Develop and customize training agendas and materials to meet client requests
- Contribute to whitepapers and publications
- Contribute content to the TNG's collection of weekly newsletters
- Contribute content to member listservs
- Develop and present various online trainings
- Attend and present at various NCHERM Group-related trainings, meetings, retreats, and other events as deemed necessary
- Travel to national conferences, client sites, trainings, and other events
- Work closely with The NCHERM Group's Client Relations team and clients to schedule on-site trainings
- Work with office staff to track and submit any billable hours on a monthly basis
- Coordinate, book and manage travel logistics (flights, hotels, rental cars, etc)
- Perform other duties as assigned

Basic Qualifications

- At least 5 years relevant experience
- Significant expertise in higher education, human relations or employment law, civil rights laws and/or investigations, and student conduct
- Dynamic and engaging presentation skills
- Excellent communication skills; the ability to clearly convey complex and complicated information
- Possession of excellent organizational, interpersonal, client relations, and team skills
- Exemplary project and time management skills
- Must be willing to travel entire US at least 30%-50% of the time, including weekends as necessary, sometimes with very short notice
- ATIXA and/or NaBITA Certifications a plus
- Ability to communicate with clients and The NCHERM Group staff and home office promptly and professionally
- Must be an excellent multi-tasker and able to handle multiple projects, client needs, and deadlines at once
- Excellent written and oral communication skills at all levels within an organization, including a high level of interpersonal skill to handle sensitive and confidential situations
- Must be flexible, organized and able to work in a fast-paced environment with proven ability to take initiative and work collaboratively with team members
- Must be an independent self-starter, capable of taking direction
- Comfortable with frequent change, growth and competing priorities due to rapid organizational growth
- Proficiency using Microsoft Office, particularly PowerPoint
- Proficiency on Mac operating systems preferred
- Must have a 'get it done' attitude
- Healthy sense of humor required
- No smokers, please

We are looking for a candidate who meets The NCHERM Group's high standards for hard work, professional integrity, client cultivation, and tireless dedication.

** Note: The NCHERM Group and its affiliate organization ATIXA provides support and a professional community for college, university, and K-12 Title IX administrators to advance gender equity in schools and colleges. The prevention, remediation and adjudication of sexual assault is a large focus of ATIXA's mission. This position will require comfort with sensitive and occasionally graphic material as it pertains to sexual harassment and sexual assault.

**** Note:** The NCHERM Group and its affiliate organization NaBITA provides support and a professional community for college, university, and K-12 behavioral intervention administrators who work with issues of student suicide, mental health, and violence on a regular basis. This position will require comfort with these difficult topics.

Compensation

Salary: \$90k/yr

Comprehensive Benefits: Medical and dental insurance, 401(k). Other benefits will be shared with those selected for interviews.

Application Instructions

Interested candidates must submit the following items:

1. Cover letter
2. Resume
3. A minimum of three professional references. The NCHERM Group will not contact references without prior permission from applicants.
4. Link to a 15-minute video presentation of candidate conducting a sample training on the topic of questioning witnesses or evaluation of evidence of misconduct or discrimination (no audience need to be present). The NCHERM Group considers this content private and proprietary to the candidate and will be solely used as part of the application review process.

Please submit application materials, including videos, to the following Dropbox link:

<https://www.dropbox.com/request/SV4e0oFH8UpLrQCmGAXG>

Incomplete application packages, including those without a video presentation, will not be reviewed. No phone calls, please. We are interested in filling the position as soon as possible.