



ASSOCIATE

**Portland, Oregon
or Washington, D.C.**

**We're seeking
a passionate
change agent**



Metropolitan Group

the power of voice



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ASSOCIATE— PORTLAND, OREGON OR WASHINGTON, D.C.

About Metropolitan Group: A Social Change Agency

Metropolitan Group **brings more than 33 years** of helping the world's change agents create social impact. We are a full-service strategic and creative agency that builds the power of voice and resources of the people, organizations and communities that drive social change. Since 1989, we've worked exclusively on behalf of mission-driven organizations, including many of the world's leading nonprofits, foundations, public agencies and socially responsible businesses. For more information visit www.metgroup.com.

We are a Certified B Corp and have been recognized by the independent nonprofit B Lab as being one of the top 10 percent of companies worldwide for social impact. Metropolitan Group has offices in Chicago; Portland, Oregon; San Francisco; and Washington, D.C.; and a sister company, Impacto Social Metropolitan Group, in Mexico City.

Recent Clients Include: NASA, U.S. EPA, USDA Forest Service, The Kresge Foundation, Ford Foundation, Earthjustice, Environmental Defense Fund, The Rockefeller Foundation, Robert Wood Johnson Foundation, American Heart Association and many other social impact organizations.

We offer a range of services within **integrated practice areas:**

- **Organizational Strategy and Innovation:** Create visionary and actionable plans, grow values-based organizational cultures, build capacity, systems and skills—including around justice, equity, diversity and inclusion—and design evaluation and learning.
- **Strategic Communication:** Brand social purpose organizations and connect with people's core values to change narratives; build public will; advocate for behavior, practice and policy change; and promote new social norms.
- **Intercultural Engagement:** Ensure resonance in communication with cultural context at the forefront, enable diverse stakeholders to exchange ideas and discover shared interests, and craft solutions together across cultures to create a more just and sustainable world.

For more information visit metgroup.com.

Metropolitan Group crafts strategic and creative services to amplify the power of voice of change agents in building a just and sustainable world.

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Position Summary

Working out of our headquarters in Portland, Oregon, or in our Washington, D.C., office, the Associate will collaborate with other members of the MG/ISMG team on a variety of client projects. They will work on diverse social issues often with a focus at the intersections of environment and sustainability, public health and social justice. We are looking for candidates who are comfortable in a collaborative, mission and impact focused billable environment. They are detail-oriented, have strong writing and research skills, are active listeners, comfortable working with diverse communities, and thrive when working on and balancing multiple projects at one time.

- Support the development, implementation and evaluation of powerful social marketing, public will building, movement and coalition building efforts, policy change campaigns and other work within our practice areas.
- Support the effective delivery of services for capacity building, technical assistance and direct strategic communication for social change.
- Collaborate with and support engagement of diverse stakeholders, allies and partner organizations.
- Support the creation and/or assist in development of culturally-appropriate tools and approaches relevant to diverse communities and stakeholders.

General Responsibilities Include, But Are Not Limited To:

- Support teams working on the design, implementation and evaluation of the full range of strategic communication, organizational strategy and intercultural engagement strategies for nonprofit, foundation and government clients.
- Contribute to client projects through writing, research, media relations and social media, as well as other areas of experience you bring.
- Write a wide range of communication materials, including content (web and social), news releases, briefing papers, memos, plans, etc.

- Conduct research, including online scans of website, social media and media coverage; quantitative research through polls, surveys, etc.; and qualitative research through interviews, focus groups, listening sessions, etc.
- Analyze data and information to synthesize findings and develop recommendations, and draft research reports.
- Support project management on selected accounts, including managing budgets, work plans, client updates, and team coordination and communication.
- Serve as a member of the MG/ISMG team, providing ideas and input on strategic and creative challenges, assisting with project implementation, supporting internal projects and fulfilling other duties necessary for the success of the organization.

Requirements

- One to two years of experience in strategic communication (any combination of storytelling, public will building and social marketing, media and public relations, issue framing and message development), community engagement, coalition building, policy, public affairs and policy, etc. This requirement may also be met by experience that includes strategic communication and a combination of organizational strategy and intercultural communication/engagement.
- Commitment to social justice and experience with social change and advocacy.
- Strong verbal and written communication skills.
- Strong project and budget management experience.
- Ability to work independently and as part of a team.
- Must be authorized to accept employment in the U.S.
- Consulting/agency experience (preferred).
- Bi-lingual or fluency in other language(s) (preferred).
- Experience working with diverse communities (preferred).

We encourage all applicants, irrespective of gender, race, religion, age, sexual orientation or gender identity, disability or other identities. We encourage candidates with less traditional backgrounds and experiences to apply—even if you don't believe you meet every requirement outlined above.

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Expectations

- Provide high quality, professional consulting services and expertise to clients.
- Have upbeat, creative and professional demeanor.
- Be a team player and excel at team-oriented problem solving.
- Demonstrate an excellent work ethic.
- Contribute positively to the psychological safety of an intercultural environment.
- Support and embody the organization's values, goals and operating principles.

Hours

Professional hours of 40 – 45 hours per week, as well as any additional time necessary, depending on client deadlines and internal projects.

Compensation

The associate position is a full-time exempt position. The base starting salary for this position is \$50,000 per year, plus profit share and incentives, and is negotiable depending on experience and commensurate with MG/ISMG compensation structure.

Benefits

- All employees are eligible for bonuses based on individual and company performance.
- MG has a profit share program and distributes 20 percent of profits to employees based on an allocation formula. Employees are eligible after a full year of employment.
- Employer-paid medical/vision insurance on the first of the month following employment start date.
- Dental insurance paid at 50 percent by the employer on the first of the month following employment start date.
- Employer-paid life, short-term and long-term disability insurance plans available on the first of the month following employment start date.

- Flexible Spending Account.
- Monthly transportation and cell phone allowance.
- Charitable contribution match of up to \$100 per year.
- Professional development program.
- Fifteen paid vacation days per year after the first 90 days of employment, plus one additional day accrued for each year of employment (up to a total of 20 total vacation days).
- Ten days of wellness leave available per year, accruable up to 20 days.
- One month (30 days) paid sabbatical eligibility after each seven years of continuous employment.
- MG paid holidays off: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and one personal holiday of choice.
- MG to reimburse for work-related expenses (e.g., mileage at IRS rate).
- 401(k) retirement plan: You are eligible to participate in this program on the first calendar quarter after six months of full-time employment. As a participant, you may make tax-deferred contributions into the plan up to the maximum allowable amount. MG will make an annual contribution equal to 3 percent of your compensation while you are a participant in the plan.

Equal Opportunity Employer

At Metropolitan Group, we know that diverse backgrounds, experiences and cultures strengthen our work and our workplace. We strive to create an intercultural workplace through greater recognition, understanding and appreciation of a broad range of differences among individuals and groups within society, and to incorporate an intercultural perspective in our work.

Application Information:

To apply, please fill out the following application [here](#). If you have any questions or concerns send an email to JoinTheTeam@metgroup.com.

Anticipated hire date will be in July/August 2022.

Chicago
Mexico City
Portland
San Francisco
Washington, D.C.

STRATEGIC COMMUNICATION INTERCULTURAL ENGAGEMENT ORGANIZATIONAL STRATEGY AND INNOVATION

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