



## Thomas P. Miller and Associates

Building Assets through Knowledge & Innovation

### Project Consultant - Economic & Workforce Development

An enthusiastic, team-oriented professional is needed to provide project management, research and proposal development support to a national economic and workforce development consulting firm. Excellent communication skills are required for success within the position. The Project Consultant will be involved in data analysis, report writing and preparation, assistance with facilitation and business development activities.

The ideal candidate will have excellent communication and project management skills and be knowledgeable about best practices in economic and workforce development to include: community assessment, workforce development and education strategies, strategic planning, and target industry analysis.

#### Education/ Training & Experience:

- Degree in Business/Public Administration, Economics, Marketing or related field
- 2 to 4 years of experience either in Economic/Community Development, Workforce Development and/or employment with a related organization is preferred.

#### Job Responsibilities: Job responsibilities include, but are not limited to:

- Project management to ensure on-time/ in-budget project completion
- Quantitative and qualitative data analysis
- Primary and secondary research
- Drafting of written reports and preparation of presentations
- Maintaining and/or developing client relationships
- Responding to proposal requests
- Contributing to website content

The Project Consultant will report to a Senior Project Consultant, will work within a project team and will have the opportunity for ongoing knowledge development and growth. Travel may be required.

#### Skills and Ability:

- Excellent oral and written communication skills are required
- Must be enthusiastic, willing to learn quickly and display a fervent sense of initiative
- Efficient project management skills to be applied in a fast-paced, customer-oriented environment
- Knowledge of workforce development and/or economic development preferred
- Attention to detail and ability to balance multiple priorities
- Successful experience in marketing and business development
- Expertise in document formatting/ graphic design a plus
- Internet research skills via online databases, publications and company websites
- Highly skilled in Microsoft Suite including Word, Excel, PowerPoint, Access

**Salary/benefits:** Salary range is commensurate with experience plus a performance incentive of up to 10% of base salary based on over all company profitability.

Please submit resume and a cover letter with salary history to Sue Watson at [swatson@tpma-inc.com](mailto:swatson@tpma-inc.com). Questions or inquiries may be submitted to this email address as well.