

**Position:** Associate, Advisory Services

**Location:** New York City

**Duration:** 6 Months

### **About AccountAbility**

*AccountAbility - is a global consulting and standards firm that works with business, governments and multi-lateral organizations to advance responsible businesses practices and improve their long-term performance.*

Since 1995, we have been helping corporations, non-profits and governments embed ethical, environmental, social and governance accountability into their organizational DNA.

### **Why work with AccountAbility?**

At AccountAbility, you will be given actual hands-on client service experience, working alongside and receiving guidance from experienced colleagues, who are knowledgeable and passionate about environmental, social and governance issues. Our associates are expected to leverage their skills and contribute to client deliverables through research, data collection and analysis, strategic critical thinking and content development. AccountAbility is dedicated to developing leadership qualities among our team. We will be providing on-the-job coaching as well as performance reviews to help our associates reach their development goals.

AccountAbility leverages a close-knit, small-company culture to develop a high-performing team and deliver the quality of client service expected of Fortune 500 corporations, international NGOs and government institutions.

Opportunity to learn from sustainability experts

- High-pace and collaborative small-team environment
- Hands-on client services experience
- Exposure to sustainability work at Fortune 500 and companies and multilateral organizations

Successful candidates will have a passion for sustainability, a commitment to client service and the aptitude for growth and leadership.

## **Responsibilities:**

### **CLIENT PROJECT DELIVERY**

- Conduct research, analysis and support for current client engagements, working with project teams to provide high quality service delivery
- Draft and develop quality client deliverable documents
- Prepare for, attend and debrief client meetings
- Work independently on selected components of client projects

### **BUSINESS DEVELOPMENT**

- Support all aspects of new business development activities
- Support the preparation of presentations and proposals to prospective clients
- Support and contribute to global AccountAbility research, knowledge management and marketing collateral initiatives

## **Skills & Qualifications**

### **PERSONAL SKILLS & QUALITIES**

- Must be detail-oriented with strong time management skills and the ability to prioritize tasks to meet tight deadlines
- Ability to work both collaboratively and independently
- Strong analytical skills and application of critical thinking
- Excellent verbal and written communication skills
- Confidence in your ability to communicate with Senior Executives
- Excellent online research skills
- Ambitious, personable, enthusiastic, self-motivated, independent, quick learner
- Fluency in English required; Additional language skills will also be considered

### **QUALIFICATIONS, EXPERIENCE & SPECIFIC KNOWLEDGE**

- Strong academic standing
- MBA or relevant Masters degree required
- Excellent working knowledge of Microsoft Office, particularly PowerPoint and Excel
- Corporate responsibility/sustainability knowledge required
- 3+ years of professional work experience required
- Relevant experience in consulting or related industry a plus

## **How do I apply?**

To apply for this position, please send a letter of application and resume to [danielle.sanfilippo@accountability.org](mailto:danielle.sanfilippo@accountability.org).

*AccountAbility is an Equal Employment Opportunity Employer, committed to a diverse and inclusive work environment.*