



Senior Associate/Director – Opportunity in San Francisco, CA

THE ORGANIZATION

Kearns & West, Inc. is a stakeholder engagement and collaborative solutions firm specializing in services to government agencies to help them be more effective in their relationships with their stakeholders and the public. Considered a leader in the stakeholder engagement and collaborative solutions field, Kearns & West's collaboration programs are designed to take a diverse range of issues, opinions, goals and interests and organize them into clear, productive processes that lead to successful conclusions. The Kearns & West approach encompasses assessments, outreach, engagement and collaboration, process and meeting design, facilitation, environmental dispute resolution, and development of communications tailored to each project's unique process. Collectively, these tools and techniques build productive stakeholder relationships, collaborations, and strategic partnerships with the goal of developing long-term, sustainable solutions.

THE POSITION

The Senior Associate/Director will manage and support communications, outreach and public engagement on transportation and other infrastructure issues such as water and energy, involving stakeholders from state and federal agencies, tribes, advocacy organizations, industries and local interests in the San Francisco Bay Area, Peninsula, Central Coast and Central Valley regions. A background in local government, communications and/or planning is desirable.

The position involves a wide range of responsibilities and roles including: interaction with diverse stakeholders, client management and coordination, facilitation, all aspects of planning and executing stakeholder and public meetings or other forums, project research, strategic planning, communications and outreach support, development of project proposals including budgets, business development, and contract administration. Candidates from a variety of backgrounds, including dispute resolution, public policy and communications will be considered. An interest in collaborative problem-solving and communications is essential.

QUALIFICATIONS

We're looking for someone who is:

- An effective and reliable communicator
- Comfortable leading and facilitating meetings
- Organized and prepared to contribute to our team organization
- Adaptable and flexible
- Self-motivated and comfortable working independently
- Comfortable with taking direction yet able to take the initiative



- Able to reliably set priorities, manage multiple tasks, and meet project deadlines
- Able to work and balance multiple projects for multiple clients
- Successful at balancing working as part of a team with working independently, and Comfortable working in a small (12 person) office environment and collaborating virtually with inter-office teams (based in Sacramento/Los Angeles/Portland/Washington, DC).

EDUCATION, CERTIFICATIONS AND EXPERIENCE

MINIMUM EDUCATION

Bachelor of Science or Bachelor of Arts degree; Advanced degree or education a plus but will not change job duties.

PREFERRED EXPERIENCE

Successful candidates will have 4-8 years of experience with public and stakeholder engagement, conflict management and resolution, transportation and infrastructure issues, environment, land-use, local and regional government, public policy, and community relations. Fluency in Spanish is a plus.

REQUIRED SKILLS

Proficiency in MS Office (Word, PowerPoint, and Excel). Proficiency in online collaboration tools is desirable. Proficiency with database management, graphic design, and social media tools also a plus.

COMPENSATION

Compensation will depend on the qualifications and experience of the selected candidate.

HOW TO APPLY

Please apply on-line immediately at personnel@kearnswest.com.