



## **Berlineaton – Consultant (Independent Schools)**

### **Job Description**

Reporting to the Senior Consultant responsible for our Independent School practice, this Consultant role offers an exceptional learning opportunity to experience first-hand, the 'ins and outs' of management consulting alongside seasoned professionals. Compared to other consulting firms, our unique proposition offers unparalleled exposure to top-tier leaders both within our organization and among our clientele. You'll collaborate with a diverse spectrum of clients, including independent schools across Canada, public, non-profit, and private sector organizations.

As an ambitious and enthusiastic individual, you'll contribute to various consulting projects, participating in stakeholder interviews, planning sessions, community surveys and consultations, and strategic development endeavors. Supporting Senior Consultants in formal engagements with clients (administrators, faculty, students, alumni) in the Independent School sector, your role as a Consultant is pivotal in driving the success of client engagements, operating both autonomously and under the guidance of a Senior Consultant, ensuring impactful results and fostering your professional growth.

### **Responsibilities**

#### **Client Engagements**

- Supporting the preparation and facilitation of client engagements, in-person and online.
- Support Senior Consultants in the development of project and communication plans, scheduling, and progress tracking.
- Writing, editing, and reviewing presentations, reports, and session notes.
- Supporting data gathering, such as surveys, interviews, and community consultations to identify key insights and inform client deliverables.
- Conducting secondary research to inform client deliverables.

#### **Business Development**

- Supporting the development of proposals for submission to prospective clients.
- Assisting in implementing our online and social media marketing strategy.

#### **Internal Business Practices**

- Assisting on internal projects that increase our team's effectiveness and efficiency.

## What You'll Bring to This Role:

- Outstanding ability to build and maintain relationships with individuals at all levels of an organization, demonstrating a genuine commitment to professionalism and service excellence.
- Strong leadership capabilities with the ability to navigate complex and changing environments with a lens of curiosity, critical thinking, and being solutions focused.
- Proven ability to work in a fast-paced environment, on multiple projects and tasks, learning and pivoting quickly.
- Proficient in writing, editing, communication, and presentation skills, with a high-level attention to detail.
- Ability to interact with clients thoughtfully and respectfully.
- Demonstrated ability to work effectively within a team environment as well as independently.
- Willingness to work overtime and flexible hours during peak periods.
- Demonstrated initiative and accountability for your own learning and professional development.
- Proficient in technology to support a consulting environment.
- Post-secondary degree in Business Management, Education, Humanities, Science or Social Sciences, or the equivalent in education and experience. Canadian and non-Canadian students with a valid work permit are invited to apply.

## Exceptional Qualifications would include:

- Previous exposure or knowledge of the education sector and more specifically the Independent School sector.
- Previous exposure to consulting through Co-ops, internships, or school projects.
- Experience and skills using survey and experience management software (e.g., Qualtrics).
- Experience and skills using process mapping software (e.g., [Miro](#), [Visio](#)).

<b>Salary</b>	Salary range: \$58,000-\$74,000 CAD
<b>Hours</b>	This is a full-time <b>(40 hours per week) position</b> . The regular work week will be <b>Monday through Friday from 8:30am to 5:00pm</b> .
<b>Location</b>	This is an <b>in-person role</b> , and you are expected to work at our offices at 1202-732 Cormorant Street, Victoria, BC, V8W 4A5. This position will require <b>travel outside of Victoria</b> . All required travel will be reimbursed.

## Who We Are

[Berlineaton](#) is a management consulting firm based in Victoria, BC, and has been working with public, private, and not-for-profit leaders in the areas of strategy development and execution, continuous improvement, and leader development since 1996. We live by the words: 'Be Bold,' and seek clients, associates, and employees who share this outlook. We take pride in our unique, facilitative and highly engaging consulting approach that has delivered profound results for clients large and small across Canada.

## Why Join Berlineaton

- We are a deliberately small, high-performance team of management consultants and executive coaches; this position offers a rich and practical hands-on learning opportunity through training, mentorship, and coaching – a chance to learn first-hand, the 'ins and outs' of management consulting from experienced professionals. Compared to other firms, you will have high levels of exposure to senior leaders both internally with our partners, and externally with client leaders.
- We participate in challenging and interesting engagements that make our client organizations stronger and the world better. While we are an intentionally small team, the impact of our work surpasses our size. Over the past 5 years, we have worked with clients across Canada, including Vancouver International Airport (YVR), Upper Canada College, and many senior executives in the BC Public Service, among many others.
- We have a unique consulting approach which emphasizes co-creating solutions with our clients, building stronger teams, and empowering individuals to be change leaders in their organizations. We leverage facilitation and engagement to build capacity and self-reliance in organizations and to 'work ourselves out of a job', to ensure we don't create dependencies on us. Our clients tell us that this approach is deeply impactful. It allows us to see the results of projects. While this approach is generalist in nature, it provides a strong consulting foundation that you can apply to successfully lead projects, design solutions, and implement change in any field.
- We work hard but we also value flexibility in the workplace and respect the importance of family and personal commitments. Due to the highly collaborative nature of our work, we work from the office most of the time and require our employees to live in the Greater Victoria Area; however, we support a hybrid workplace, as necessary.
- We are values-driven entrepreneurs who are committed to the vision of a limitless future for Berlineaton and our clients. This outlook creates opportunities for like-minded professionals who participate pro-actively in the firm's evolution and growth.

