



Consulting Intern/Fellow with Changing Our World in New York, NY

Company Overview

You want to do more good in the world. So do we. We're **Changing Our World**. We're a team of social impact consultants committed to changing the world. Our team draws on our internal expertise across industries and challenges to create social good strategies. We help our clients meet fundraising goals, align their operations and organization with their vision, launch purpose-driven campaigns, design foundations and corporate social responsibility portfolios, and engage key audiences and stakeholders.

Changing Our World is a founding partner of **ONE HUNDRED**, a multi-disciplinary collective with a mission to create positive, purpose-led change through connected creative marketing communication solutions.

Headquartered in New York, we also have offices in Boston, Atlanta, Austin and London. We are the only philanthropy and management consulting firm to be owned by a Fortune 200 Company, **Omnicom** (NYSE: OMC). Through this relationship, **Changing Our World** has access to the best communications, public relations, and branding expertise available, and is well-positioned to assist our clients in taking their fundraising and philanthropic initiatives into broader public realms.

Job Description

We are seeking a part-time **Consulting Intern** to join our **executive** team in **New York**. Our ideal candidate is a current student or recent graduate with a background and/or interest in the consulting or non-profit sector who is very organized, detail-oriented, and comfortable managing multiple projects in a fast-paced consulting setting. This is a great opportunity to gain direct exposure to client deliverables, proposals, consulting research and analysis, and business development activities.

The **Consulting Intern** will primarily focus on drafting, proofing, and editing proposals, white papers, marketing collaterals, presentations, and client deliverables, conducting research and analysis on client projects, and providing general administrative support to our CEO and his team. The **Consulting Intern** will support **ONE HUNDRED** and **Changing Our World** projects.

Schedule

Our ideal candidate would be able to commit to a minimum of **24 work hours** and a maximum of **32 work hours** a week, with an opportunity for a flexible schedule. **Please note: while the schedule is flexible, the availability to work on Fridays is required.**

Key Duties and Responsibilities

- Assist with business development and marketing activities.
- Draft, proof, and edit proposals, presentations, white papers, marketing collaterals, and client deliverables.
- Conduct research and analysis pertaining to client pitches and engagements.
- Provide administrative support to our CEO and his team.
- Organize files, manage, complete and/or monitor tasks that require follow-up or our CEO's attention.

Qualifications

- A current student or recent graduate with a background and/or interest in consulting, social impact, philanthropy, fundraising, and/or non-profit work.
- Strong organizational skills, attention to detail, and follow-up skills.



- Experience and/or comfort in managing multiple tasks and work streams.
- Adaptability and comfort with ambiguity.
- Good research and analytical skills.
- Good writing, communication, and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

How to Apply

- Please submit your resume via email to knoeva@changingourworld.com and include “**Consulting Intern**” in the subject line.

We are an Equal Opportunity Employer. It is the policy of Changing Our World to provide equal opportunities for employment and advancement to qualified individuals without regard to race, color, religion, creed, national origin, sex, age, sexual orientation, marital status, disability or veteran status. No agencies, phone calls or faxes, please.