**Position Title:** AnalystIntern

**Reports to:** Senior Consultant

**Location:** Chicago, IL / Remote

**Job Description**

The intern will work on internal and external projects, supporting the needs of Axxum Consulting and helping our clients move from where they are today to where they need to be in the future. It could include changing the organization’s culture, modernizing specific functions, re-designing the organization structure and will require a combination of change management actions to execute the transformations.

**Specific Responsibilities**

* Perform tasks under Senior Consultant’s supervision.
* Participate in the development of deliverables content that meets the needs of the client or the firm.
* Contributes to new business proposals and proposal development.
* Social Media:
  + Identify potential topics to leverage for our social media content.
  + Identify 3rd party articles to advertise on our social media platforms.
  + Create social media content to post on our social media platforms.
  + Develop visuals to post on our social media platforms.
* Consultants Database Management:
  + Develop / Reformat consultant bios.
  + Manage and keep up-to-date internal consultant database.
* Deal Pipelines:
  + Manage and keep up to date internal deal pipelines database.
  + Identify governmental agency to partner with.
  + Identify potential prime contractors / sub-contractors to partner with.
  + Identify governmental consulting opportunity.
* Thought Leadership:
  + Conduct literature reviews on topics related to the services we offer.
  + Write blog posts on topics related to the services we offer.
* Training Catalog Creation:
  + Conduct literature reviews to define topics and content to include in our leadership development training.
  + Create training materials including presentations, training curriculum, activities, run-of-show, and train-the-trainer workshops.

**Required Experience & Qualifications**

* Bachelor’s degree in business, human resources, communications, industrial and organizational development/psychology or a related discipline.
* Strong problem solving and troubleshooting skills with experience exercising mature judgment.
* Proven experience effectively prioritizing workload to meet deadlines and work objectives.
* Demonstrated ability to write clearly, succinctly, and in a manner that appeals to a wide audience.
* Proficiency in word processing, spreadsheet, and presentation creation tools, as well as Internet research tools.
* Proficient in technologies (e.g., Office 365, Teams, SharePoint, Zoom, etc.)

**Skills and Attributes for Success**

* Strong communication and presentation skills and be able to express yourself effectively.
* Team player that collaborates well in a group setting to accomplish tasks quickly and effectively.
* Flexibility in embracing and adapting to change.
* Be curious and pay attention to detail, exercise active listening and be to anticipate and identify risks and escalate issues as appropriate.
* Foster an innovative and inclusive team-oriented work environment.