

Operations and Communications Associate Position Description

ATI Advisory (ATI) is a research and advisory services firm changing how businesses, communities, and public programs serve frail older adults. We provide insight backed up by original research, delivering practical solutions for our clients and the families they serve. Our clients are healthcare providers, insurance companies, major philanthropies, and healthcare trade associations.

ATI Advisory is currently seeking an Operations and Communications Associate to join our company.

ATI seeks an Operations Associate to join our company. As the Operations Associate, you are excited at the opportunity to drive the company forward by helping tackle critical challenges and improve processes. You will have the unique opportunity to support initiatives that focus on new projects and process optimization, requiring end-to-end execution from initial assessment through recommendation and implementation. Business operations including marketing and account management sit under the umbrella of responsibilities. Working collaboratively across teams and projects will be critical to your success. This role is where creativity, problem solving, and execution meet head-on.

Responsibilities:

- Assist with the management of daily operational activities
- Document and optimize business processes and procedures
- Arrange and assist with the onboarding of new employees
- Plan and organize events, staff training, and employee engagement activities
- Manage budgets and prepare project reports for senior management
- Draft marketing and social media copy, working across project teams to gather information and schedules
- Manage the website and social media presence
- Other responsibilities as needed by the business

Requirements:

- An undergraduate and/or graduate degree from accredited college or university
- Comfort thinking creatively, solving problems, and using good judgement
- Ability to produce host of ideas and select the best ones for development and execution
- Ability to navigate deadlines and responsibilities for multiple projects and in collaboration with multiple project teams
- Comfort communicating ideas effectively, both written and verbally
- High degree of professional maturity
- High level of initiative, quick learning ability, and resourcefulness
- Demonstrated ability to deliver results in a fast-paced environment
- Strong organizational skills

Preferred Skills:

- Some relevant work experience preferred in consulting, finance, strategy, or a high-growth start up
- Experience working with teams on a complex product and/or project rollout
- Ability to produce consistently excellent visual work

How to Apply:

Please submit the following application materials to ops@atiadvisory.com.

- Resume
- Cover letter

ATI Advisory is an Equal Employment Opportunity/Affirmative Action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.