



**K E A R N S  W E S T**

## **Project Coordinator Opportunity in Washington DC**

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Kearns & West's Washington DC Office seeks a Project Coordinator for immediate hire. Kearns & West is a strategic collaboration and communications firm with offices in Sacramento, CA, San Francisco, CA, Portland, OR and Washington DC. The Project Coordinator will serve as part of a team and assist with management of collaborative and public involvement processes involving stakeholders from state and federal agencies, tribes, environmental organizations, industry, and local interests.

Job duties include meeting coordination and logistics, meeting attendance and note taking, database management, client and stakeholder relations, administrative duties, and more. This position requires initiative, excellent organizational skills and attention to detail, strong written and oral communication skills, and the ability to work in a fast-paced, deadline-oriented environment. Applicant must demonstrate strong computer skills with proficiency in Microsoft Office.

Successful candidate will have a bachelor's degree and a background/interest in natural resource management, renewable energy/transmission, environmental/public policy issues, public involvement, collaboration and mediation. One - two years of experience is preferred. We are looking for a self-starter who can work well independently and as part of a team. Ability to successfully manage multiple projects simultaneously is a must. Some travel is required.

Please e-mail resume & cover letter to [personnel@kearnswest.com](mailto:personnel@kearnswest.com). No faxes or phone calls please. Resumes will be accepted until the position is filled.

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In addition, Kearns & West anticipates additional hires in the near future for all offices (Washington DC, Sacramento, CA, San Francisco, CA, Portland, OR). Resumes from senior mediators and public involvement specialists along with resumes from project coordinator candidates should be submitted to [personnel@kearnswest.com](mailto:personnel@kearnswest.com).



KEARNS WEST

## Public Involvement Specialist Opportunity in Portland, Oregon

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Kearns & West, a strategic collaboration and communications firm specializing in water, energy, natural resources and environmental facilitation/mediation, collaboration and public involvement, seeks a seasoned public involvement expert to join our firm's Portland, Oregon office. Kearns & West also has offices in San Francisco, CA, Sacramento, CA and Washington, DC.

The Public Involvement Specialist will serve as part of a team and will bring a complementary client base and experience in public involvement programs.

### Criteria for Successful Candidate

- Experienced, effective public involvement expert with a reputation for integrity, fairness, and achieving results.
- Minimum five to eight years of relevant experience in public involvement, public outreach, collaborative processes, and facilitation.
- Client base that complements and expands K&W's existing practice areas in natural resources, water resource management, and energy projects, and that would benefit from joining the K&W team.
- A proven ability to develop business.
- Portland, Oregon location/Western U.S. practice areas.
- Proven ability to design and manage public involvement projects.
- Proven ability to provide clients with strategic counsel on public involvement/collaboration and environmental/natural resource regulatory processes (NEPA, ESA, FPA/ECPA, Wild and Scenic Rivers, etc.)
- A style that fits with the Kearns & West positive team culture, both within the firm and with the stakeholder teams we work with.

### About Kearns & West

- Kearns & West, established in 1984, is a strategic collaboration and communications firm specializing in water, energy, natural resources, and environmental mediation, collaboration, public involvement, and communications.
- Experience in a number of areas including energy/renewable energy, water, marine resources, and other natural resources/land management areas.
- Collaborative process experts with demonstrated results in large, multi-party, multi-year decision making and dispute resolution including national policy negotiations, rulemakings, on-the-ground negotiations, and in public involvement and outreach efforts associated with siting, developing management plans, or local and regional decision making.
- Experienced professionals with a team of more than 30 mediators/facilitators, public involvement and communications specialists with backgrounds in government, engineering, law, communications and environmental sciences.
- Collegial, energetic, team-spirited culture – supporting mediators/facilitators with teams experienced in meeting management, process management and consensus management.
- Superior support systems: process management, marketing, billing, training, HR and benefits managements.
- Excellent benefits: profit-sharing, 401K, bonuses, health, dental, short- and long-term disability insurance, vacation, and more.

Please e-mail resume & cover letter to [personnelor@kearnswest.com](mailto:personnelor@kearnswest.com). No faxes or phone calls please. Resumes will be accepted until the position is filled.

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KEARNS WEST

## **Sr. Associate/Facilitator Opportunity in Washington DC**

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Kearns & West's Washington DC office seeks a **Senior Associate/Facilitator** for immediate hire. Kearns & West is a strategic collaboration and communications firm with offices also in Sacramento, CA, San Francisco, CA and Portland, OR.

The Senior Associate/Facilitator will serve as part of a team and will assist with managing and facilitating collaborative processes involving stakeholders from state and federal natural resource and regulatory agencies, tribes, environmental organizations, industry, and local interests. The individual will assist with client relations and development of status reports to clients, will conduct short- and long-term strategic planning to anticipate client issues and address them via current or potential new programs, and will provide status reports to the project lead or principal on progress towards client goals. The individual will also support the firm's business development for these types of projects.

### **Criteria for Successful Candidate**

- Demonstrated subject matter knowledge in areas related to projects (collaborative processes, renewable energy, water, natural resources, etc.)
- Demonstrated communications skills including clear, effective writing/editing and speaking capabilities.
- Experience developing and executing client programs according to project scope; implementing project work as appropriate (facilitating, training, materials development, reporting, strategy memos, etc.)
- Experience in researching, developing, and writing new idea proposals including project budgets.
- Experience supporting business development, including identifying, setting up and participating in business development meetings and presentations.

### **About Kearns & West**

- Kearns & West, established in 1984, is a strategic collaboration and communications firm specializing in water, energy, natural resources, and environmental mediation, collaboration and public involvement, and communications.
- Subject matter experts in a number of areas including energy/renewable energy, water, marine resources, and other natural resources/land management areas.
- Collaborative process experts with demonstrated results in large, multi-party, multi-year decision making and dispute resolution including national policy negotiations, rulemakings, and on-the-ground negotiations.
- Experienced professionals with a team of more than 30 mediators/facilitators, public involvement and communications specialists with backgrounds in government, engineering, communications and environmental sciences.
- Collegial, energetic, team-spirited culture – supporting mediators/facilitators with teams experienced in meeting management, process management and consensus management.
- Superior support systems: process management, marketing, billing, training, HR and benefits managements.
- Excellent benefits: profit-sharing, 401K, bonuses, health, dental, short- and long-term disability insurance, vacation, and more.

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KEARNS WEST

## Senior Mediator/Facilitator Opportunity in Portland, Oregon

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Kearns & West, a strategic collaboration and communications firm specializing in water, energy, natural resources and environmental facilitation/mediation, collaboration and public involvement, seeks a seasoned mediator/facilitator with complementary clients to join our firm's Portland, Oregon office. Kearns & West also has offices in San Francisco, CA, Sacramento, CA and Washington, DC.

The Senior Mediator/Facilitator will serve as part of a team and will have an existing and complementary client base and experience managing and facilitating collaborative processes involving stakeholders from state and federal natural resource and regulatory agencies, tribes, environmental organizations, industry and local interests.

### Criteria for Successful Candidate

- Experienced, effective mediator/facilitator with a reputation for integrity, fairness, and achieving results.
- Minimum 10 years of relevant experience in facilitation, mediation, dispute resolution and collaborative processes.
- Proven ability to design and lead collaborative processes with senior-level stakeholders.
- Client base that complements and expands K&W's existing practice areas in natural resources, water resource management and energy projects.
- A proven ability to develop business and an interest in proactively developing new business.
- Ability to practice in Portland, Oregon location/Western U.S. practice area.
- Proven ability to manage a team of professionals assigned to collaboration/mediation projects.
- Proven ability to analyze and explain complex environmental issues and regulations.
- A style that fits with the Kearns & West positive team culture, both within the Firm and with the stakeholder teams we work with. Is confident, pro-active, energetic, flexible, and a team player.
- Professional experience in some of the following areas: natural resources, environment, water or energy and public policy. A master's degree or legal background would be a plus.
- Interested in the professional development of others on staff and in building the firm's capabilities.

### About Kearns & West

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- Subject matter experts in a number of areas including energy/renewable energy, water, marine resources, and other natural resources/land management areas.
- Collaborative process experts with demonstrated results in large, multi-party, multi-year decision making and dispute resolution, including national policy negotiations, rulemakings, and on-the-ground negotiations.
- Experienced professionals with a team of more than 30 mediators/facilitators, public involvement and communications specialists with backgrounds in government, engineering, law, communications and environmental sciences.
- Collegial, energetic, team-spirited culture – supporting mediators/facilitators with teams experienced in meeting management, process management and consensus management.
- Superior support systems: process management, marketing, billing, training, HR and benefits managements.
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