

Consulting Team Role: VOLUNTEER CONSULTANT

Purpose/Objective: Volunteer Consultants are critical members of the project team and conduct much of the research and analysis. There are four Volunteer Consultants on each project team. Often teams are broken into sub-groups when tasks are allocated. The deliverables are produced in PowerPoint and therefore a PowerPoint savvy team member should own the development of the Midterm and Final presentations. The Volunteer Consultants, TL and DTL work together as a team from research through final deliverables in completing all project work and presenting to the client.

Location: The Volunteer Consultant will complete his/her role through a combination of remote work as well as physical attendance at meetings with the assigned Client and in-person team meetings as elected by the team.

Key Responsibilities:

- Attends all meetings with the Client.
- Participates in weekly Team Meetings (most, if not all, via teleconference).
- Takes on various tasks as assigned by the Team Leader.
- Provides project support.
- Collaborates with fellow team members to develop ideas and solutions for the Client.
- Conducts research and interviews for the project as needed.
- Designs presentations and other collateral for Client meetings.
- Develops and presents deliverables for Client.

Reports to: Team Leader

Qualifications: While general work experience is sufficient, leadership skills, time management skills and project management skills are all helpful in this role.

Length of Position: The Volunteer Consultant's role will run for 8 to 10 weeks.

Time Commitment: The Volunteer Consultant's time commitment will average about 3 to 5 hours a week during the 8-10 week period of the consulting engagement.

Fall Projects: October through mid-December

Spring Projects: March through mid-May

Training/Support: A comprehensive Volunteer Consultant Training Manual will be provided. The Team Leader and Deputy Team Leader will also be available for support and answering any questions.

Benefits: A fun and meaningful volunteer experience, working with Penn alumni while gaining valuable project and leadership skills. Gain exposure to the nonprofit industry and consulting function. Receive priority staffing for future PennPAC assignments.

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