Name of Potential Project: Organizational Development and Learning Associate

Name of potential supervisor/s (and link to external-facing RTI expert page, if available):
Name: Kristina Brunelle linkedin.com/in/kristinabrunelle
Title: Director, Organizational Development Consulting
Business Unit: Human Resources – Strategic Talent Management – Organizational Development and Learning

ODC Overview: (2-4 sentences)
The scope of practice for Organizational Development Consulting includes change management consulting, team development, organizational development and effectiveness, Diversity & Inclusion work, strategic planning support, facilitation, training, leadership coaching, employee engagement surveys and analysis, talent management program evaluation, talent analytics, internal talent research, and technology adoption.

Activities that support this work could include:
1) Design and deliver curated knowledge management for Organizational Development Consulting in areas of team development, change management, facilitation, strategic planning, and leadership coaching. Sample projects to include:
   • Development of OD online resource site centered on adult learning best practices
   • Development of “Returning to the Workplace” resources/tools to prepare staff for managing the transition back to the office
2) Assist in the rollout and pilot testing of an organizational change management process and refinement of templates, assessments, reporting, and research.
3) Evaluation and localization of RTI’s Diversity & Inclusion content (e.g. FLEX Model) to increase accessibility for International staff
4) Evaluation/curation of a set of D&I resources to support staff in “Engaging Inclusively” Leadership competency
5) Working with Talent Management team, assist in the design of a strategic workforce planning process and development of templates, assessments, reporting, and research.
6) Develop and provide operational and administrative support services to OD Consulting to include scheduling of events and set up, evaluation and synthesis of event inputs and outcomes, material and promotion production, event support and coordination.

Preferred skills: (including foreign languages, programming languages, etc.)
• Excellent knowledge of MS Word, Outlook, PowerPoint, and Excel.
• Familiarity with tools and techniques for working and facilitating remotely.
• Knowledgeable in Organizational Development, Management, Organizational Behavior Diversity & Inclusion or related field.
• Strong organizational and information management skills.
• Strong attention to detail and accuracy.
• Bilingual in Spanish or French a plus.
• Strong interpersonal and communication skills
• Self-motivated, proactive and engaged.

Number of Interns: 1