

2025.02.27

CONSULTANT

ONEHOOP ADVISORY SERVICES CORPORATION (“ONEHOOP”)

JOB TITLE & REPORTING

The job title is “Consultant” and reports to the Director of Consulting at One Hoop Advisory Services Corporation (“OneHoop”).

JOB TYPE & LOCATION

OneHoop has three (3) positions available.

- One (1) position is a permanent, full-time position.
- Two (2) positions are summer internship positions reserved for Indigenous learners who want to learn about consulting and professional services as a career path.

We recognize the importance of culture and remaining present in community. All positions offered at this time can be conducted remotely, with business travel when needed.

COMPANY OVERVIEW

OneHoop is an Indigenous advisory and consulting firm that is driven to advance Canadians’ understanding of reconciliation and support meaningful relationship-building between private and public sector organizations and Indigenous groups. Our specialization is Consulting & Professional Services (Management Consulting, Indigenous Advisory & Strategy, and Community & Nation Building) and Community Engagement (Engagement Strategy, Cultural Awareness Training, and Speaking Engagements).

THE ROLE

The initial responsibilities of this role are described below. The Consultant role will be tasked with project delivery for the Consulting & Professional Services portfolio at OneHoop, but the mandate may change depending on the needs of the portfolio.

SPECIFIC RESPONSIBILITIES

The Consultant will be responsible for project delivery aligned to OneHoop's core service offerings. The successful candidate will be responsible for working with clients to fulfill their needs and all associated activities for consulting engagements to be successful. General responsibilities will include, but not be limited to:

- Working with clients from a variety of industries to deliver value aligned with their needs and strategic goals;
- Assessing and understanding clients' key issues by conducting peer reviews, current state assessments, and synthesizing findings;
- Providing process and recommendations to support clients in determining and understanding most appropriate levels of engagement;
- Developing high-quality deliverables that detail the operational, strategic, and/or tactical aspects for initiatives, policies, and/or programs;
- Building and maintaining client, stakeholder, and/or rightsholder relationships for long-term, reciprocal benefit;
- Facilitating stakeholder engagement sessions, focus groups, and/or discovery workshops;
- Supporting and leading internal practice development (e.g., thought leadership);
- Identifying opportunities for innovation, optimization, and/or partnership;
- Analyzing, summarizing, and reporting on qualitative and quantitative data;
- Supporting business development through lead generation, proposal responses, and managing opportunities in the customer relationship management (CRM) system.

THE CANDIDATE

We strive to ensure that the incumbent person is successful in achieving the role's responsibilities. Measures of success for a candidate may include, but are not limited to:

- Exceptional people skills (e.g. facilitation skills for client meetings and stakeholder and rightsholder engagement, building client relationships and trust, ability to work both independently and as a team);
- Strong corporate, organizational, or lived experience operating in professional services or an adjacent industry driving impact for communities or organizations (no minimum requirement);
- Robust quantitative skills (e.g. data and financial analysis, data-driven decision making, business casing);
- Strong qualitative skills (e.g. critical thinking skills, analytical abilities, lateral/creative thinking, literature reviews, reporting writing).

The following measures of success are considered a strong asset for a candidate to have:

- Indigenous candidate or lived experience working and building relationships with Indigenous peoples, communities, nations, or businesses;
- Strong academic record (e.g. Bachelor's or comparable diploma);
- Previous experience working with specific industries (e.g. financial services, government, healthcare, not-for-profit, mining and natural resources, etc.);
- Previous experience with project management (e.g. end-to-end project delivery, ability to meet milestones, report on cost, schedule, and scope);
- Experienced with solution and strategy development, client value generation, communications, and managing expectations;
- Experience working within leading reconciliation literature and practices (e.g. Truth and Reconciliation Commission (TRC), National Inquiry into Missing and Murdered Indigenous Women (NIMMIWG), United Nations Declaration on the Rights of Indigenous Peoples, International Association for Public Participation (IAP2)); or
- Experience working with various reporting frameworks and practices, including Global Reporting Initiative (GRI), Sustainability Accounting Standards Board (SASB), or similar ESG and ESGI frameworks, climate initiatives, or material topic areas.