



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Contract #GS-00F-0035M

Contract Period: April 30, 2004 - April 30, 2009

2016 Mt. Vernon Ave.

Alexandria, VA 22301

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Advertising & Integrated Marketing Solutions (AIMS)

Special Item Numbers: CR422, 541-1, 541-4a, 541-4b, 541-4c, 541-4d, 541-4e, 541-4f, 541-5

Management, Organization, and Business Improvement Services (MOBIS)

Special Item Numbers: CR499, 874-1, 874-2, 874-3, 874-4, 874-5, 874-6, 874-7

Business Size: Small, 8(a), SDB

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system: www.GSAAdvantage.gov.

For more information on ordering from FSS, go to www.fss.gsa.gov.

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How To CONTRACT US

We make it easy for you to do!

Start by consulting the GSA program schedule. You may work directly with approved GSA contractors to obtain Advertising & Integrated Marketing Solutions (AIMS) or Management, Organization, and Business Improvement Services (MOBIS) and products.

- **For orders less than \$2,500**, place an order with your contractor of choice.
- **For orders exceeding \$2,500**, follow these four easy steps:

Step 1: Prepare a request (Request for Work or other communication tool) that includes:

- A *Statement of Work* describing the scope of work to be accomplished
- A request for a firm-fixed price or a ceiling price if it is not possible at the time of placing the order to estimate accurately the extent or duration of the work
- A description of the basis of selecting the contractor to receive the order

Step 2: Transmit the request to three GSA vendors.

Step 3: Conduct a “Best Value” review of at least three vendors based on the selection criteria stated in the request (i.e., review of vendor price lists, solicitation of written proposals, or oral presentations).

Step 4: Select the awardee and issue a contract order. GSA contract specialists are available to assist you, but are not required to be involved in your procurement process. The awardee will undertake work and invoice you directly.

BASIC CONTRACT INFORMATION

General Services Administration

Federal Supply Service

- Authorized Federal Supply Schedule Price List
- SIN CR422 – AIMS (541)
- SIN CR499 – MOBIS (874)
- Contract Number: GS-00F-0035M
- Contract Period: April 30, 2004 - April 30, 2009
- Business Size: Small, 8(a) SDB

Products and ordering information are available on the GSA Advantage! System. For more information on ordering from Federal Supply Schedules, click on the "FSS Schedule" button at www.fss.gsa.gov.

Contact Information

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Mind & Media, Inc.
2016 Mt. Vernon Ave.
Alexandria, Virginia 22301

Phone: (703) 837-0121
Fax: (703) 837-0936
Website: www.mindandmedia.com

CUSTOMER INFORMATION

GSA Contract Number: GS-00F-0035M

- 1a. **Awarded Special Item Numbers:**
 - SIN CR422 – AIMS (541)
 - SIN CR499 – MOBIS (874)
- 1b. Prices shown in price list are net, all discounts deducted, and valid for all areas including worldwide – See page 5.
- 1c. **Labor Category Descriptions:** See page 6.
2. **Maximum Order:** The total dollar value of any order will be \$1,000,000 except for requirements exceeding the Maximum Order, which will be processed in accordance with clause I-FSS-125.
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Worldwide
5. **Points of Production:** Alexandria, Virginia; Winchester, Virginia
6. **Statement of Net Prices:** See page 5.
7. **Quantity Discounts:** Purchasers who order in quantity (e.g. a series of training tools) will receive a quantity discount of between 5-10%.
8. **Prompt Payment Terms:** 1% NET 20 days (if not using the government credit card)
- 9a. **Government Purchase Cards:** Mind & Media will accept the government card for orders under \$25,000.
- 9b. **Government Purchase Cards:** Mind & Media will not accept the government card for orders over \$25,000.
10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** Mind & Media will adhere to the delivery schedule as specified by the agency's purchase order.
- 11b. **Expedited Delivery:** Mind & Media will provide expedited delivery if requested by clients. Please contact Mind & Media for additional information on how this relates to your project.
- 11c. **Urgent Requirements:** Contact Mind & Media for faster delivery or rush requirements.

12. **FOB Points:** Destination
- 13a. **Ordering Address:** Mind & Media, Inc., 2016 Mt. Vernon Ave., Alexandria, VA 22301.
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment Address:** Mind & Media, Inc., ATTN: Margaret Caro, 15 N. Loudoun Street, Winchester, VA 22601
15. **Warranty Provision:** Mind & Media warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in the contract.
16. **Export Packing Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance:** Mind & Media will accept the government purchase card for orders from \$100 - \$25,000.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
19. **Terms and Conditions of Installation:** Not Applicable
20. **Terms and Conditions of Repair Parts, etc. :** Not Applicable
- 20a. **Terms and Conditions for Any Other Services:** Not Applicable
21. **List of Services and Distribution Points:** Not Applicable
22. **List of Participating Dealers:** Not Applicable
23. **Preventive Maintenance:** Not Applicable
24. **Environmental Attributes:** Not Applicable
25. **Data Universal Number System (DUNS) Number:** 963030465
26. **Notification Regarding Registration in Central Contractor Registration (CCR Database):** Mind & Media is a registered contractor with the CCR Database.
27. **Net Billing:** Not Applicable

Date Effective: April 30, 2004

LABOR RATES

AIMS—CR422 (541)

Labor Category	Hourly Rate	Labor Category	Hourly Rate
Project Manager I	\$80.96	Interactive Media Specialist I	\$70.40
Project Manager II	\$93.28	Interactive Media Specialist II	\$99.44
Project Manager III	\$106.48	Interactive Media Specialist III	\$124.96
Project Manager IV	\$128.48	Interactive Media Specialist IV	\$150.48
Project Manager V	\$154.00	Interactive Media Specialist V	\$203.28
Consultant I	\$94.16	A/V Specialist I	\$38.72
Consultant II	\$118.80	A/V Specialist II	\$53.68
Consultant III	\$150.48	A/V Specialist III	\$81.84
Consultant IV	\$212.08	A/V Specialist IV	\$107.36
Consultant V	\$273.68	A/V Specialist V	\$129.36
Writer/Editor I	\$53.68	A/V Specialist VI	\$150.48
Writer/Editor II	\$70.40	A/V Specialist VII	\$176.00
Writer/Editor III	\$89.76	Administrative Support I	\$37.84
Writer/Editor IV	\$111.76	Administrative Support II	\$56.32
Writer/Editor V	\$139.92	Administrative Support III	\$73.92
Graphics Specialist I	\$53.68		
Graphics Specialist II	\$70.40		
Graphics Specialist III	\$86.24		
Graphics Specialist IV	\$114.40		
Graphics Specialist V	\$141.68		

MOBIS—CR499 (874)

Labor Category	Hourly Rate	Labor Category	Hourly Rate
Project Manager I	\$80.96	Project Associate I	\$58.08
Project Manager II	\$93.28	Project Associate II	\$70.40
Project Manager III	\$106.48	Project Associate III	\$86.24
Project Manager IV	\$128.48	Project Associate IV	\$107.36
Project Manager V	\$154.00	Project Associate V	\$129.36
Consultant I	\$94.16	Project Associate VI	\$150.48
Consultant II	\$118.80	Project Associate VII	\$176.00
Consultant III	\$150.48	Administrative Support I	\$37.84
Consultant IV	\$212.08	Administrative Support II	\$56.32
Consultant V	\$273.68	Administrative Support III	\$73.92

Travel costs— The labor rates do not include travel and per diem costs associated with the SIN awarded. Travel costs will be reimbursed in accordance with Federal Travel Regulations.

ODCs— Prices do not include other direct costs, which will be billed at cost plus 10%.

Prices shown herein are net (discount deducted).

LABOR CATEGORIES

AIMS—CR422 (541)

Project Manager I

General Experience: 2+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager II

General Experience: 3+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager III

General Experience: 5+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager IV

General Experience: 7+ years years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree and PMP certification

Project Manager V

General Experience: 10+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree and PMP certification

Consultant I

General Experience: 2+ years experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential.

Responsibilities: Interacts with clients; prepares marketing materials; writes communications materials for print, Web, multimedia, and video.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant II

General Experience: 3+ years experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential.

Responsibilities: Interacts with clients; prepares marketing materials; writes communications materials for print, Web, multimedia, and video; analyzes media markets for new concepts/product ideas; develops strategies for targeting and accessing markets; gathers data.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant III

General Experience: 5+ years experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Interacts with clients at all levels; develops communications strategy, plans, and marketing materials; collects, evaluates, and interprets information, and incorporates it into print, Web, multimedia, or video/film projects.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant IV

General Experience: 7+ years experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops communications strategy, plans, and marketing materials; collects, evaluates, and interprets information, and incorporates it into print, Web, multimedia, or video/film projects; familiarity required with media-buying techniques, Nielsen ratings, and other media-tracking tools; thorough understanding required of demographics and advertising/messaging techniques.

Education: Master's degree or a combination of education and relevant work experience.

Consultant V

General Experience: 10+ years experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops communications strategy, plans, and marketing materials; familiarity required with media-buying techniques, Nielsen ratings, and other media-tracking tools; thorough understanding required of demographics and advertising/messaging techniques; assists managers and acquires necessary staff, equipment, supplies, etc.

Education: Master's degree or a combination of education and relevant work experience.

Writer/Editor I

General Experience: 2+ years writing for communications and outreach products; proofreading, and editing experience; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

Responsibilities: Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; copy edits/proofreads content for web, print, video, and multimedia products; ensures formatting consistency and performs fact-checking.

Education: Bachelor's degree or a combination of education and relevant work experience.

Writer/Editor II

General Experience: 3+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

Responsibilities: Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; copy edits/proofreads content for web, print, video, and multimedia products; ensures formatting consistency and performs fact-checking.

Education: Bachelor's degree or a combination of education and relevant work experience.

Writer/Editor III

General Experience: 5+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

Responsibilities: Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products.

Education: Bachelor's degree or a combination of education and relevant work experience.

Writer/Editor IV

General Experience: 7+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

Responsibilities: Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products; shapes strategies for content development.

Education: Bachelor's degree or a combination of education and relevant work experience.

Writer/Editor V

General Experience: 10+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

Responsibilities: Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products; shapes strategies for content development.

Education: Master's degree or a combination of education and relevant work experience.

Graphics Specialist I

General Experience: 1+ years experience in print, Web, and motion media graphics; familiarity with various computer platforms such as Mac, PC, and NT.

Responsibilities: Creates graphics, animations, interactive interfaces, and special effects designs for web, print, video, and multimedia products.

Education: Associate's degree or a combination of education and relevant work experience.

Graphics Specialist II

General Experience: 3+ years experience in print, Web, and motion media graphics; familiarity with various computer platforms such as Mac, PC, and NT.

Responsibilities: Creates graphics, animations, interactive interfaces, and special effects designs for web, print, video, and multimedia products.

Education: Associate's degree or a combination of education and relevant work experience.

Graphics Specialist III

General Experience: 5+ years experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

Responsibilities: Creates graphics, animations, interactive interfaces, and special effects designs for web, print, video, and multimedia products.

Education: Bachelor's degree or a combination of education and relevant work experience.

Graphics Specialist IV

General Experience: 7+ years experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

Responsibilities: Creates graphics, animations, interactive interfaces, and special effects designs for web, print, video, and multimedia products.

Education: Bachelor's degree or a combination of education and relevant work experience.

Graphics Specialist V

General Experience: 10+ years experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

Responsibilities: Creates graphics, animations, interactive interfaces, and special effects designs for web, print, video, and multimedia products.

Education: Bachelor's degree or a combination of education and relevant work experience.

Interactive Media Specialist I

General Experience: 1+ years experience in web and multimedia programming.

Responsibilities: Develops products using a variety of software languages, applications, and skill sets.

Education: Associate's degree or a combination of education and relevant work experience.

Interactive Media Specialist II

General Experience: 3+ years experience in web and multimedia programming.

Responsibilities: Develops products using a variety of software languages, applications, and skill sets; works with other interactive media specialists and graphics specialists to build multi-faceted products; validates and function-checks products and code.

Education: Associate's degree or a combination of education and relevant work experience.

Interactive Media Specialist III

General Experience: 5+ experience in web and multimedia programming.

Responsibilities: Advises clients on appropriate technologies, applications, and strategies to meet end goals; products using a variety of software languages, applications, and skill sets; works with other interactive media specialists and graphics specialists to build multi-faceted products; validates and function-checks products and code.

Education: Bachelor's degree or a combination of education and relevant work experience.

Interactive Media Specialist IV

General Experience: 7+ years experience in web and multimedia programming; experience in client relations.

Responsibilities: Advises clients on appropriate technologies, applications, and strategies to meet end goals; conducts quality control and usability testing; conducts researches and authors code; troubleshoots and edits existing code; leads teams of interactive media specialists and graphics specialists in building multi-faceted products.

Education: Bachelor's degree or a combination of education and relevant work experience.

Interactive Media Specialist V

General Experience: 10+ years experience in web and multimedia programming; experience in client relations.

Responsibilities: Advises clients on appropriate technologies, applications, and strategies to meet end goals; conducts quality control and usability testing; conducts researches and authors code; troubleshoots and edits existing code; leads teams of interactive media specialists and graphics specialists in building multi-faceted products.

Education: Bachelor's degree or a combination of education and relevant work experience.

A/V Specialist I

General Experience: 1+ years experience with video/film production with a basic understanding of broadcast equipment.

Responsibilities: Coordinates pre-production and post-production logistics; executes lighting plans for film/television production; manages equipment for field and studio video/television/film production; provides general technical support.

Education: Associate's degree or a combination of education and relevant work experience.

A/V Specialist II

General Experience: 3+ years experience in field/studio, audio/video/television/film production.

Responsibilities: Operates audio and video equipment; monitors equipment performance; diagnoses equipment failures and corrects malfunctions; coordinates pre-production and post-production logistics.

Education: Associate's degree or a combination of education and relevant work experience.

A/V Specialist III

General Experience: 5+ years experience coordinating production, writing, and providing logistical support; ability to oversee technical aspects of pre-production and post-production activities; knowledge of transmission requirements and techniques.

Responsibilities: Operates video and audio equipment; monitors equipment performance; diagnoses equipment failures and corrects malfunctions; coordinates pre-production and post-production logistics; selects and manages professional talent.

Education: Bachelor's degree or a combination of education and relevant work experience.

A/V Specialist IV

General Experience: 7+ years experience coordinating production; knowledge of lighting techniques and familiarity with field/studio audio and video equipment; experience with webcasting procedures, switched productions, and satellite hook-ups.

Responsibilities: Coordinates pre-production and post-production logistics; selects and manages professional talent; edits video and incorporates graphics, text, music, and other elements as required.

Education: Bachelor's degree or a combination of education and relevant work experience.

A/V Specialist V

General Experience: 10+ years experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

Responsibilities: Coordinates pre-production and post-production logistics; selects and manages professional talent; edits video and incorporates graphics, text, music, and other elements as required.

Education: Bachelor's degree or a combination of education and relevant work experience.

A/V Specialist VI

General Experience: 12+ years experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

Responsibilities: Edits video and incorporates graphics, text, music, and other elements as required; manages all video and audio production logistics; advises clients on the use of audio and video tools to meet communication and outreach objectives.

Education: Master's degree or a combination of education and relevant work experience.

A/V Specialist VII

General Experience: 15+ years experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

Responsibilities: Edits video and incorporates graphics, text, music, and other elements as required; manages all video and audio production logistics; advises clients on the use of audio and video tools to meet communication and outreach objectives.

Education: Master's degree or a combination of education and relevant work experience.

Administrative Support I

General Experience: 2+ years experience and knowledge of MS Word, Excel, and PowerPoint.

Responsibilities: Provides general clerical support; schedules meetings and appointments; organizes and maintains paper and electronic files; conducts research on a broad range of topics; aids in managing and disseminating large volume telephone calls, e-mail, and other correspondence.

Education: Associate's degree or a combination of education/work experience.

Administrative Support II

General Experience: 5+ years of experience and knowledge of MS Word, Excel, and PowerPoint

Responsibilities: Provides general administrative support; conducts research on a broad range of topics; manages small projects as assigned.

Education: Associate's degree or a combination of education and relevant work experience.

Administrative Support III

General Experience: 7+ years of experience and knowledge of MS Word, Excel, and PowerPoint

Responsibilities: Provides high level administrative support; conducts research on a broad range of topics; assists in project management as assigned.

Education: Bachelor's degree or a combination of education and relevant work experience.

MOBIS—CR499 (874)

Project Manager I

General Experience: 2+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager II

General Experience: 3+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager III

General Experience: 5+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree or a combination of education and relevant work experience.

Project Manager IV

General Experience: 7+ years years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree and PMP certification

Project Manager V

General Experience: 10+ years experience managing projects

Responsibilities: Prepares product plans; coordinates the production process; updates clients on project-related activities.

Education: Bachelor's degree and PMP certification

Consultant I

General Experience: 2+ years experience relevant to project; strong analytical, writing, and interpersonal communication skills essential.

Responsibilities: Interacts with clients; prepares project materials; writes materials for all forms of media.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant II

General Experience: 3+ years experience relevant to project; strong analytical, writing, and interpersonal communication skills essential.

Responsibilities: Interacts with clients; prepares project materials; writes materials for all forms of media; analyzes relevant markets for new concepts/product ideas; develops strategies for targeting and accessing markets; gathers data.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant III

General Experience: 5+ years experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Interacts with clients at all levels; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements.

Education: Bachelor's degree or a combination of education and relevant work experience.

Consultant IV

General Experience: 7+ years experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; high-level knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements; applies change management techniques and organizational theory to project strategy and implementation.

Education: Master's degree or a combination of education and relevant work experience.

Consultant V

General Experience: 10+ years experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; high-level knowledge of change management, organizational theory, and communications technology required.

Responsibilities: Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements; applies change management techniques and organizational theory to project strategy and implementation.

Education: Master's degree or a combination of education and relevant work experience.

Project Associate I

General Experience: 2+ years experience with relevant projects and necessary technical area.

Responsibilities: As assigned by project consultant.

Education: Bachelor's degree or combination of education/work experience.

Project Associate II

General Experience: 3+ years experience with relevant projects and necessary technical area.

Responsibilities: As assigned by project consultant.

Education: Bachelor's degree or combination of education/work experience.

Project Associate III

General Experience: 5+ years experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

Responsibilities: Provides research and planning expertise; creates project related content and media; develops and writes reports; designs measurement strategies, metrics, and methodologies.

Education: Bachelor's degree or combination of education/work experience.

Project Associate IV

General Experience: 7+ years experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

Responsibilities: Provides research and planning expertise; creates project related content and media; develops and writes reports; designs measurement strategies, metrics, and methodologies.

Education: Bachelor's degree or combination of education/work experience.

Project Associate V

General Experience: 10+ years experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

Responsibilities: Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

Education: Master's degree or combination of education/work experience.

Project Associate VI

General Experience: 12+ years experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

Responsibilities: Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

Education: Master's degree or combination of education/work experience.

Project Associate VII

General Experience: 15+ years experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

Responsibilities: Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

Education: Master's degree or combination of education/work experience.

Administrative Support I

General Experience: 2+ years experience and knowledge of MS Word, Excel, and PowerPoint.

Responsibilities: Provides general clerical support; schedules meetings and appointments; organizes and maintains paper and electronic files; conducts research on a broad range of topics; aids in managing and disseminating large volume telephone calls, e-mail, and other correspondence.

Education: Associate's degree or a combination of education/work experience.

Administrative Support II

General Experience: 5+ years of experience and knowledge of MS Word, Excel, and PowerPoint

Responsibilities: Provides general administrative support; conducts research on a broad range of topics; manages small projects as assigned.

Education: Associate's degree or a combination of education and relevant work experience.

Administrative Support III

General Experience: 7+ years of experience and knowledge of MS Word, Excel, and PowerPoint

Responsibilities: Provides high level administrative support; conducts research on a broad range of topics; assists in project management as assigned.

Education: Bachelor's degree or a combination of education and relevant work experience.